

TITLE: ENGINEERING DRAWINGS, SHORT RUN COPYING AND SCANNING
PROGRAM 1083S JANUARY 1, 2016 THROUGH DECEMBER 31, 2016
This contract has a one year base with a 4 year extension potential.

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Aegis dba/East Side Printing Portland OR		ARC Document Solutions Portland OR		Pacific Office Automation Beaverton OR		Smart Legal Document Solutions Portland OR		PREVIOUS/ESTIMATE ARC Portland	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. COPYING, COLLATING, SIDE STITCHING, AND DISTRIBUTION											
(a) Grayscale											
1. Up to and including, 8-1/2 x 11", black only, per 100 printed pages.....	37721	1.75	66011.75	1.95	73555.95	1.75	66011.75	8.00	301768.00	1.95	73555.95
2. Over 8-1/2 x 11" up to and including 11 x 17", black only, per 100 printed page.....	1891	5.00	9455.00	5.50	10400.50	5.00	9455.00	12.00	22692.00	5.50	10400.50
3. Tabbed dividers, cost per 100 dividers; cost to include stock.....	403	15.00	6045.00	14.90	6004.70	15.00	6045.00	25.00	10075.00	15.00	6045.00
(b) Color											
1. Up to and including, 8-1/2 x 11", color only, per 100 printed pages.....	25147	13.00	326911.00	34.00	854998.00	13.00	326911.00	10.00	251470.00	34.00	854998.00
2. Over 8-1/2 x 11" up to and including 11 x 17", color only, per 100 printed page.....	1261	25.00	31525.00	93.00	117273.00	25.00	31525.00	20.00	25220.00	93.00	117273.00
(c) Over Sized											
<u>Gray Scale</u>											
1. Over 11 x 17" cost to include 46 lbs presentation stock, per square foot.....	41760	0.25	10440.00	0.19	7934.40	0.25	10440.00	0.50	20880.00	0.20	8352.00
2. Over 11 x 17" cost to include 20 lbs Bond, per square foot.....	62640	0.12	7516.80	0.10	6264.00	0.12	7516.80	0.40	25056.00	0.10	6264.00
<u>Color</u>											
3. Over 11 x 17" cost to include 46 lbs presentation stock, per square foot.....	7949	1.25	9936.25	1.65	13115.85	1.25	9936.25	3.00	23847.00	1.75	13910.75
4. Over 11 x 17" cost to include 20 lbs Bond, per square foot.....	11923	0.75	8942.25	0.65	7749.95	0.75	8942.25	2.50	29807.50	0.75	8942.25
II. SCANNING AND DISTRIBUTION											
(a) Auto Feed: Documents that will run through an auto-chute feeder.											
1. Gray scale, with a 300 dpi minimum, cost per 100 scans.....	3264	2.00	6528.00	5.00	16320.00	3.00	9792.00	12.00	39168.00	7.00	22848.00
2. Color, with a 300 dpi minimum, cost per 100 scans.....	2176	5.00	10880.00	15.00	32640.00	8.00	17408.00	12.00	26112.00	15.00	32640.00
(b) Hand Feed: Documents that must be hand placed on the glass.											
1. Gray scale, with a 300 dpi minimum, cost per 100 scans.....	5712	10.00	57120.00	20.00	114240.00	12.00	68544.00	12.00	68544.00	20.00	114240.00
2. Color, with a 300 dpi minimum, cost per 100 scans.....	3808	12.00	45696.00	25.00	95200.00	15.00	57120.00	12.00	45696.00	25.00	95200.00
(c) Over Sized Documents: Documents too large for a feeder.											

1. Gray scale, with a 300 dpi minimum, cost per square foot.....	34560	0.20	6912.00	0.20	6912.00	0.20	6912.00	0.50	17280.00	0.20	6912.00
2. Color, with a 300 dpi minimum, cost per square foot.....	23040	0.50	11520.00	1.50	34560.00	0.50	11520.00	1.50	34560.00	1.50	34560.00
3. Gray scale, with a 800 dpi minimum, cost per square foot.....	8640	0.30	2592.00	3.00	25920.00	0.30	2592.00	1.00	8640.00	2.20	19008.00
4. Color, with a 800 dpi minimum, cost per square foot.....	8640	1.00	8640.00	3.00	25920.00	1.00	8640.00	2.00	17280.00	3.50	30240.00
(d) OCR Scanning: Optical character recognition with a minimum 200 dpi.											
1. Color or gray scale OCR scans, Format A, cost per 100 scans.....	25147	0.50	12573.50	5.00	125735.00	1.50	37720.50	2.00	50294.00	5.00	125735.00
2. Color or gray scale OCR scans, Format B, cost per 100 scans.....	1261	1.50	1891.50	5.00	6305.00	2.50	3152.50	3.00	3783.00	3.00	3783.00

III. PAPER

Format "A": Up to and including 8-1/2 x 11"

Format "B": Over 8-1/2 x 11", up to and including 11 x 17'

(a) White Offset Book (50#) or Writing (20#)											
1. Format "A".....	8487	1.30	11033.10	1.30	11033.10	1.50	12730.50	8.00	67896.00	1.30	11033.10
2. Format "B".....	473	3.00	1419.00	3.00	1419.00	3.00	1419.00	20.00	9460.00	3.00	1419.00
(b) Colored Writing (20#)											
1. Format "A".....	1886	2.00	3772.00	2.00	3772.00	2.00	3772.00	10.00	18860.00	2.00	3772.00
2. Format "B".....	63	4.00	252.00	4.00	252.00	4.00	252.00	20.00	1260.00	4.00	252.00
(c) White Matte Book (70#)											
1. Format "A".....	4715	4.00	18860.00	2.25	10608.75	4.00	18860.00	12.00	56580.00	2.25	10608.75
2. Format "B".....	189	6.00	1134.00	4.25	803.25	6.00	1134.00	25.00	4725.00	4.25	803.25
(d) White Matte Book (80#)											
1. Format "A".....	3143	4.25	13357.75	2.50	7857.50	5.25	16500.75	12.00	37716.00	2.50	7857.50
2. Format "B".....	126	8.00	1008.00	4.50	567.00	8.00	1008.00	25.00	3150.00	4.50	567.00
(e) Smooth White Laser (28#)											
1. Format "A".....	3772	3.50	13202.00	1.60	6035.20	3.50	13202.00	10.00	37720.00	1.60	6035.20
2. Format "B".....	315	6.50	2047.50	5.50	1732.50	6.50	2047.50	20.00	6300.00	5.50	1732.50
(f) Smooth White Laser (32#)											
1. Format "A".....	5344	4.00	21376.00	1.75	9352.00	5.00	26720.00	10.00	53440.00	1.75	9352.00
2. Format "B".....	394	8.00	3152.00	6.00	2364.00	8.00	3152.00	20.00	7880.00	6.00	2364.00
(g) White water proof Bond (20#)											
1. Format "A".....	629	25.00	15725.00	18.00	11322.00	25.00	15725.00	50.00	31450.00	18.00	11322.00
2. Format "B".....	16	45.00	720.00	22.00	352.00	45.00	720.00	120.00	1920.00	22.00	352.00
(h) White Matte Cover (65#)											
1. Format "A".....	315	7.00	2205.00	2.00	630.00	7.00	2205.00	20.00	6300.00	2.00	630.00
(i) White Vellum Cover (65#)											
1. Format "A".....	1886	5.00	9430.00	2.25	4243.50	6.00	11316.00	15.00	28290.00	2.25	4243.50
(j) Colored Vellum Cover (65#)											
1. Format "A".....	629	6.00	3774.00	2.30	1446.70	7.00	4403.00	20.00	12580.00	2.30	1446.70
(k) White Index (110#)											
1. Format "A".....	157	10.00	1570.00	2.50	392.50	11.00	1727.00	20.00	3140.00	2.50	392.50
(l) Colored Index Cover (110#)											
1. Format "A".....	157	12.00	1884.00	2.75	431.75	12.00	1884.00	20.00	3140.00	2.75	431.75
(m) Clear Plastic Sheeting (.003-.004" thick)											
1. Format "A".....	314	25.00	7850.00	25.00	7850.00	25.00	7850.00	25.00	7850.00	25.00	7850.00

for single discs. Cost will include inserting the disc and card. Cost per case.....	6200	0.50	3100.00	0.47	2914.00	1.50	9300.00	0.50	3100.00	0.47	2914.00
(f) Standard size paper disc envelopes. Cost to include inserting the disc. Cost per envelope.....	1240	0.25	310.00	0.12	148.80	0.25	310.00	0.25	310.00	0.12	148.80
(g) Standard size Tyvek envelopes. Cost will include inserting the disc. Cost per envelope.....	2480	1.00	2480.00	1.02	2529.60	1.50	3720.00	0.60	1488.00	1.02	2529.60
(h) Translucent soft clam shell case. Cost to include inserting the disc. Cost per case.....	2790	1.25	3487.50	0.71	1980.90	1.50	4185.00	0.50	1395.00	0.71	1980.90
VII. PROOFS											
(a) Emailed Proof, cost per page.....	1680	0.25	420.00	0.05	84.00	0.25	420.00	NC		0.18	308.00
(b) Content Proof, cost per page.....	1440	1.00	1440.00	0.11	158.40	1.00	1440.00	NC		0.70	1012.80
(c) Prior to Production sample, cost per grayscale page.....	576	0.25	144.00	0.11	63.36	0.25	144.00	NC		0.20	117.12
(d) Prior to Production sample, cost per color page.....	384	0.50	192.00	0.22	84.48	0.50	192.00	NC		0.41	156.16
CONTRACTOR TOTALS			\$ 951,290.40		\$ 1,820,115.64		\$ 1,070,658.30		\$ 1,618,886.50		\$ 1,835,702.38
DISCOUNT		NET	\$ -	NET	\$ -	NET	\$ -	NET	\$ -	NET	\$ -
DISCOUNTED TOTALS		30 days	\$ 951,290.40	30 days	\$ 1,820,115.64	30 days	\$ 1,070,658.30	30 days	\$ 1,618,886.50	30 days	\$ 1,835,702.38

AWARDED

Reviewed by: _____

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Engineering Drawings,
Short Run Copying and Scanning**

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

Department of the Interior
Bureau of Land Management
Portland, Oregon

(and various other Government Agencies and Departments)

Single Award

The term of this contract is for the period:

beginning January 1, 2016 and ending December 31, 2016

(This is the base year. This contract has a four year extension potential.)

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 50-mile radius of Portland, Oregon. This is based on the required schedule, see page 11 for schedule.

Any bidder intending to use production facilities outside this area should furnish information on page 17 of these specifications, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on December 17, 2015.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 1083-S" on the outside of the envelope.



The following web address will allow you to print a copy of the 910 form.
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>



The following web address will allow you to print a copy of the current pricing abstract.
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle> Scroll down and click on 1083-S. The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. # 3, or email fbuchko@gpo.gov or call Ken Foster, Ext. # 7, or e-mail kfoster@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or e-mail lmoore@gpo.gov Phone: (206) 764-3726 (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. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

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

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from MIL-STD-105):

- (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 Proof and/or Government Furnished Material
P-8. Halftone match	Approved Proof and/or Government Furnished Material
P-9. Solid and screen tint color match	Government Furnished Material or a recognized color matching system.
P-10. Process Color Match	Approved Proof and/or Government Furnished Material

OPTION TO EXTEND THE CONTRACT TERM: 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 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 periodic pricing revision.

SECURITY: The contractor must have a security controlled storage area to store Government furnished documents and copies. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands.

The contractor must be able to sign and adhere with the following Security Agreement if required:

The undersigned vendor agrees to all standards and conditions set forth in this Security Agreement.

1. Documents and/or items received by the vendor could be rare/irreplaceable and must be properly safeguarded. When documents and/or items are not being copied, they will be securely stored in a location which will preclude unauthorized access.
2. Individuals having access to documents and/or items during pick-up, duplication, counting, assembly, delivery, etc., are to be properly notified by the vendor and cautioned to preclude loss, theft, or destruction.
3. Unless otherwise indicated by the agency, all documents and/or items received by the vendor must be returned to the agency, or other locations as specified at time of service request, in the same condition as when received. This includes reassemble in stacks, binders, sets, folders, etc., if disassembly was required during duplication.

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 Contract Term clause on page 1. 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", published monthly in the CPI Detailed Report by the U.S. 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 as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the 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.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey 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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from January 1, 2016, through December 31, 2016. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Publishing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.

<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

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.

RECOVERED MATERIALS PROGRAM: The Government Publishing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of loose leaf and bound products, over-sized copying, scanning, OCR scanning, producing CD discs, mounting, laminating, and gathering into sets, packing, and delivery on a fast schedule.

TITLE: Engineering Drawings, Short Run Copying and Scanning.

FREQUENCY OF ORDERS: Approximately 275 orders per year. Some orders will have multiple items.

Approximately 60% of Format "A" and "B" will be gray scale or black only, while 40% will be in color.

TRIM SIZE:

Format "A": Up to and including 8-1/2 x 11".

Format "B": Over 8-1/2 x 11" up to and including 11 x 17.

Over sized: Over 11 x 17" up to and including 60 x 117"

CD disc: 4.72 inches in diameter.

Copying orders:

Format "A": Up to and including 8-1/2 x 11".

ORDERS: Approximately 169

PAGE COUNT: Approximately 120

QUANTITY: Approximately 310

Format "B": Over 8-1/2 x 11", up to and including 11 x 17".

ORDERS: Approximately 45

PAGE COUNT: Approximately 34

QUANTITY: Approximately 206

Tab Dividers: 8-1/2 x 11" + 1/2" tab; 9 x 11" overall.

ORDERS: Approximately 16

DIVIDER COUNT: Approximately 8

QUANTITY: Approximately 315

Over sized gray scale orders:

ORDERS: Approximately 15

PAGE COUNT: Approximately 8

QUANTITY: Approximately 145

AVERAGE SQUARE FOOT: Approximately 6 square feet per print.

Over sized color orders:

ORDERS: Approximately 46

PAGE COUNT: Approximately 6

QUANTITY: Approximately 8

AVERAGE SQUARE FOOT: Approximately 9 square feet per print.

Scanning orders: Approximately 34,000 pages of Format A and Format B. Approximately 12,000 pages of oversize. Approximately 80% 300 dpi and approximately 20% 800 dpi.

Auto Feed: Approximately 20%

Hand Feed: Approximately 35%

Over sized orders: 45%

AVERAGE SQUARE FOOT: Approximately 6 square feet per oversized grayscale print; Approximately 9 square feet per oversized color print.

GOVERNMENT TO FURNISH:

Camera copy.

Digital files could include but are not limited to: PDF files, EPS, TIF, JPG, PUB, GIF, PNG, Microsoft Suite of products, Photoshop, Illustrator, Pagemaker, InDesign, CorelDraw, QuarkXPress, Freehand, Suitcase and PostScript. Software will be in a variety of versions. The contractor must have the current versions and upgrade as they become available.

Electronic media on CD and DVD disc, both Mac and IBM platform. At the option of the agency electronic media could occasionally be sent via email or uploaded to the contractor's ftp site.

Print orders.

GPO Form 905 for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except 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 products in accordance with these specifications.

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This web site must allow the agency to post Government furnished material and print proofs from the site when required.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials from their secure website.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

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.

WARNING: All media provided by the Government, and duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and non-erasable media shall be destroyed by the contractor.

COMPUTER TIME WORK: Will consist of repairs not listed above required by the ordering agency on electronic camera copy. Time work will be rounded up to the closest 15 minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for the repairs.**

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

When required, upon completion of each 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 file formats other than those supplied, unless specified by the Government.

COPYING: Copying equipment must be digital in nature and maintain fidelity with a minimum of 600 DPI for black and all color images. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. Both color and black copying equipment must be capable of duplex copying while maintaining no visible distortion of the government furnished original(s) when compared to the printed product.

Over sized copying: Over sized copying with a resolution of 2,400 x 2,400 dpi will be based on a “per square foot” basis. Stock must be included in the cost. Approximately 40% of stock will be White 46 lbs, coated presentation paper; calipers to 7.8 mil; whiteness is 120; opacity is 98% and brightness is 97%. Approximately 60% of stock will be White 20 lbs. bond, with a basis size of 17 x 22”; equal to JCP G10.

Tabbed dividers will print face & back, tab only in black.

There is no printing on the clear plastic sheeting, it will be used as front and back covers, when required.

SCANNING: The contractor will be required to produce a raster file. Some orders will allow the spine of publication(s) to be cut off, allowing auto-feeding. Some Government furnished materials will require hand placement on the scanner, the balance will allow auto-feed.

Scan resolution to capture files including those intended for OCR application will be bi-level, normally at 200 to 300 dpi. Drawings will be scanned at a suitable dpi, normally 300 dpi with a pdf file extension. Drawing scans will not require OCR.

Some oversize documents will require scanning at a minimum of 800 dpi.

POST OCR PROCESSING: The contractor will be required to use a software application that identifies unrecognized characters or character strings; and/or a standard spelling checker; and/or visual comparison against the original(s).

The resulting optical character recognition output must have an accuracy rate of 98% and will be burned to compact disc read-only with a variety of extensions, including but not limited to: jpeg, pdf or tiff. Text pages and documents that are to be searchable only, will normally have a *.PDF extension with an OCR “overlay”.

CD:

DISC MANUFACTURING: Compact Disc Read-only (CDR), produced under this contract shall be in conformance with ISO 9660 Standards. Discs are 120mm (4.72”) in diameter, single sided with a highly reflective metal layer sealed with a protective lacquer.

METALIZING: The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disc.

PRINTING: Face only of the disc up to and including four-color process. Insert cards may require face and back printing up to and including four-color process.

The contractor will insert each disc into envelope or case as indicated on the Print Order. When required the contractor must also insert the informational card, title out.

PROOFS: When proofs are required contractor to provide proof indicated on Print Order. Contractor to contact agency for location to send proof.

When proofs are required the contractor must not print prior to receipt of an ‘OK to print”.

Emailed Proof: “Press Quality” PDF “soft” proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Content Proof: Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

Prior to Production Sample: The "Prior-To-Production" sample must be printed as specified using the form, materials, inks, equipment, and method of production, which will be used in producing the final product. All samples must be manufactured at the facilities in which the contract production quantities are to be manufactured.

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.



http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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 specified.

Stock to be used will be indicated on each print order.

Color of paper furnished must be a uniform shade and a close match by visual inspection of the JCP color samples.

White Offset Book, basis size 25 x 38", 50 lbs. per 500 sheets, equal to JCP Code A60
(At contractor's option: White Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10)

Colored Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

White Matte Book, basis size 25 x 38", 70lbs. and 80 lbs. per 500 sheets, equal to JCP Code A240.

Smooth White High Quality Laser, basis size 17 x 22", 28 lbs. and 32 lbs. per 500 sheets, equal to JCP O61.

White Matte Coated Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L50.

White and Colored Vellum Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L20.

White and Colored Index, basis size 25.5 X 30.5", 110 lbs. per 500 sheets, equal to JCP Code* K10.

White, Waterproof, Bond; basis size is 17 x 22"; 20 lbs. per 500 sheets, equal to "Rite in the Rain".

Clear plastic sheeting, 0.003 – 0.004" thick. To be used as outside protective covers, no printing required,

White Index tabbed dividers, basis size 25.5 x 30.5", 90 to 110 lbs. per 500 sheets, equal to JCP K10,
Tab dividers are drilled with three holes, 4-1/4" center to center, centered on 11" left with clear Mylar reinforcement on back side of binding edge; no Mylar on the tabs. All tabs will be up to and including 1/5 cut.

Clear laminate, 3 mil to 5 mil, with either gloss or matte finish.

Clear dry erase laminate, 3 mil to 5 mil.

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

Some orders will require side wire stitching in one or two places. No additional charge will be allowed for this operation when ordered.

Suitable 3-ring binders will be constructed of heavy binder's board sealed in white plastic; with three 1 inch to 3 inch in diameter round rings; rings are 4-1/4 inches center to center, fastened securely to the inside of the spine. Binders will have clear outside pockets on the face, back and spine with an opening at the top suitable for inserting covers.

Comb binding with suitable capacity plastic combs.

Spiral binding with suitable capacity plastic coils.

Saddle stitching with two metal stitches will include collating, folding, stitching and trimming three sides.

Perfect bind and trim three sides.

Screw post, to include collating, punching and inserting two suitable metal screw posts.

Laminating one or both sides, will include trimming four sides. Laminate will be either flush with edges of stock or it will encapsulate stock, as per instructed on print order.

Mounting: Mounting will be on 3/16" thick white core, Foam Core. Some orders may require mounting as large as 4 x 6 feet.

Folding: Fold individual sheets as indicated on print order. Folding will consist of sheets folding with parallel and right angle folds.

Collating: Collating color text leaves, tabbed dividers and government furnished pages into the text leaves of black copy intended to remain loose-leaf products or to be bound.

Drilling: Up to four holes per run as indicated on the print order. When specified on the print order, drill up to four round 1/4", 3/8", or 5/16" diameter holes. Holes size(s) will be indicated on individual print order.

PACKING: Wrap Kraft paper, shrink film or slip sheet in specified or suitable units, as indicated on print order.

Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed.

All expenses incidental to picking up of Government furnished materials and returning materials must be borne by the contractor.

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

Some orders require contractor to apply addresses using address list provided by agency, and apply mailing indicia, and closure tabs. Tabbing must meet current U.S. Postal Service standards for mailing.

DISTRIBUTION: All pickup and deliveries in the Portland metropolitan area are f.o.b. destination.

The majority of orders require pick up of Government furnished materials from, and delivery of completed orders within a 50-mile radius of Portland, Oregon.

For shipping to locations outside of the 50-mile radius of Portland, Oregon, the contractor will be reimbursed for their delivery costs by submitting shipping receipts with their billing documents.

Upon completion of each order, all originals must be returned to the ordering Department.

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

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to infoseattle@gpo.gov. Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 1083S, PRINT ORDER XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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.

Orders must be completed and delivered by date indicated on Print Order.

Majority of orders must be completed and delivered within from 1 to 10 workdays from the date the contractor is notified that furnished materials and print order are available for pickup. Some orders will require same day delivery.

It is anticipated that approximately 3% of the orders will require same day delivery; approximately 8% of the orders will require delivery in 1 workday (24 hours); approximately 58% of the orders will require delivery in from 2 to 5 workdays; approximately 22% of the orders will require delivery in from 6 to 10 workdays; and the balance of the orders will be over 10 workdays.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

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 quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work 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 the term of this contract.

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

I.

- (a) (1) 37,721
- (2) 1,891
- (3) 403
- (b) (1) 25,147
- (2) 1,261
- (c) (1) 41,760
- (2) 62,640
- (3) 7,949
- (4) 11,923

II.

- (a) (1) 3,264
- (2) 2,176
- (b) (1) 5,712
- (2) 3,808
- (c) (1) 34,560
- (2) 23,040
- (3) 8,640
- (4) 8,640
- (d) (1) 25,147
- (2) 1,261

III.

- (a) (1) 8,487
- (2) 473
- (b) (1) 1,886
- (2) 63
- (c) (1) 4,715
- (2) 189
- (d) (1) 3,143
- (2) 126
- (e) (1) 3,772
- (2) 315
- (f) (1) 5,344
- (2) 394
- (g) (1) 629
- (2) 16
- (h) (1) 315
- (i) (1) 1,886
- (j) (1) 629
- (k) (1) 157
- (l) (1) 157
- (m) (1) 314

IV.

- (a) 331
- (b) 17,112
- (c) 1,646
- (d) 1,860
- (e) 1,240
- (f) 19,840
- (g) 4,650
- (h) 5,766
- (i) 8
- (j) 4,752
- (k) 8,640
- (l) 6,480
- (m) 2,170
- (n) 1,240

V.

- (a) 8,370
- (b) 4,960
- (c) 2,480

VI.

- (a) 17,112
- (b) 87
- (c) 13,020
- (d) 1,550
- (e) 6,200
- (f) 1,240
- (g) 2,480
- (h) 2,790

VII.

- (a) 1,680
- (b) 1,440
- (c) 576
- (d) 384

SECTION 4.- SCHEDULE OF PRICES

SUBMISSION OF OFFERS AND EVALUATION:

Bids offered are f.o.b. destination.

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), N/A 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 per the 100 rate or the per each rate.

Some of the below line items were previously per 100 and are now per each.

I. COPYING, COLLATING, SIDE STITCHING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary for the complete copying, collating, side-wire stitching, and distribution of the products listed in accordance with these specifications.

(a) GRAY SCALE:

- 1. Up to and including, 8-1/2 x 11", black only, per 100 printed pages. \$_____.
- 2. Over 8-1/2 x 11" up to and including 11 x 17", black only, per 100 printed page. \$_____.
- 3. Tabbed dividers, cost per 100 dividers; cost to include stock. \$_____.

(b) COLOR:

- 1. Up to and including, 8-1/2 x 11", color only, per 100 printed pages. \$_____.
- 2. Over 8-1/2 x 11" up to and including 11 x 17", color only, per 100 printed page. \$_____.

(c) OVER SIZED:

Gray Scale:

- 1. Over 11 x 17" cost to include 46 lbs presentation stock, per square foot. \$_____.
- 2. Over 11 x 17" cost to include 20 lbs Bond, per square foot. \$_____.

Color:

- 3. Over 11 x 17" cost to include 46 lbs presentation stock, per square foot. \$_____.
- 4. Over 11 x 17" cost to include 20 lbs Bond, per square foot. \$_____.

Initial

II. SCANNING AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary for the complete scanning, indexing, burning to a disc and distribution of the products listed in accordance with these specifications.

(a) AUTO FEED: Documents that will run through an auto-chute feeder.

- 1. Gray scale, with a 300 dpi minimum, cost per 100 scans. \$_____.
- 2. Color, with a 300 dpi minimum, cost per 100 scans. \$_____.

(b) HAND FEED: Documents that must be hand placed on the glass.

- 1. Gray scale, with a 300 dpi minimum, cost per 100 scans. \$_____.
- 2. Color, with a 300 dpi minimum, cost per 100 scans. \$_____.

(c) OVER SIZED DOCUMENTS: Documents too large for a feeder.

- 1. Gray scale, with a 300 dpi minimum, cost per square foot. \$_____.
- 2. Color, with a 300 dpi minimum, cost per square foot. \$_____.
- 3. Gray scale, with a 800 dpi minimum, cost per square foot. \$_____.
- 4. Color, with a 800 dpi minimum, cost per square foot. \$_____.

(d) OCR SCANNING: Optical character recognition with a minimum 200 dpi.

- 1. Color or gray scale OCR scans, Format A, cost per 100 scans. \$_____.
- 2. Color or gray scale OCR scans, Format B, cost per 100 scans. \$_____.

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Format "A": Up to and including 8-1/2 x11".

Format "B": Over 8-1/2 x 11", up to and including 11 x 17".

		Per 100 Leaves	
		Format "A" (1)	Format "B" (2)
(a)	White Offset Book (50 lbs.) or Writing (20 lbs.)	\$ _____	\$ _____
(b)	Colored Writing (20 lbs.)	\$ _____	\$ _____
(c)	White Matte Book (70 lbs.)	\$ _____	\$ _____
(d)	White Matte Book (80 lbs.)	\$ _____	\$ _____
(e)	Smooth White Laser (28 lbs.)	\$ _____	\$ _____
(f)	Smooth White Laser (32 lbs.)	\$ _____	\$ _____
(g)	White water proof Bond (20 lbs.)	\$ _____	\$ _____
(h)	White Matte Cover (65 lbs.)	\$ _____	\$ XXXXXXXXXXXX
(i)	White Vellum Cover (65 lbs.)	\$ _____	\$ XXXXXXXXXXXX
(j)	Colored Vellum Cover (65 lbs.)	\$ _____	\$ XXXXXXXXXXXX
(k)	White Index (110 lbs.)	\$ _____	\$ XXXXXXXXXXXX
(l)	Colored Index Cover (110 lbs.)	\$ _____	\$ XXXXXXXXXXXX
(m)	Clear Plastic Sheeting (.003-.004" thick)	\$ _____	\$ XXXXXXXXXXXX

 Initial

IV. ADDITIONAL OPERATIONS:

- (a) Folding complete product, per 100 leaves. \$ _____
- (b) Drilling* up to four holes, per 100 leaves. \$ _____
- (c) Collating color pages, tab dividers and furnished material into black text; per 100 leaves. \$ _____
- (d) Three ring binders; 1 to 3" rings, cost to include inserting the text onto the rings of the binder, per binder \$ _____
- (e) Comb binding, including the cost of punching and plastic combs, per book. \$ _____
- (f) Spiral binding, including the cost of punching and plastic spirals, per book. \$ _____
- (g) Saddle stitching, including the cost of collating, folding, stitching and trimming three sides, per book. \$ _____
- (h) Trimming for work and turn order, cost per 100 trimmed sheets. \$ _____
- (i) Computer time work, per hour. Round to the nearest 15 minutes. \$ _____
- (j) Mounting per square foot, cost to include 3/16" thick Foam Core. \$ _____
- (k) Laminating with clear lamination, cost per side and per square foot. \$ _____
- (l) Laminating with clear dry erase lamination, cost per side and per square foot. \$ _____
- (m) Perfect bound, includes collating, folding and trimming three sides, per book \$ _____
- (n) Screw post, to include collating, punching and inserting two suitable metal screw posts, per book \$ _____

*A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8". Four holes will be the maximum for any one run.

V. MAILING SERVICES:

- (a) Apply addresses and mailing indicia, cost per book \$ _____
- (b) Apply mailing tabs to meet current mailing regulations, cost per tabbed book \$ _____
- (c) Inserting books into padded shipping envelopes and applying the shipping address and mailing indicia. Cost per envelope \$ _____

VI. CD ROM DISCS:

- (a) Burning scans to CD disc, cost to include the disc, labeling disc, rotation, Indexing, per 100 scans. \$ _____
- (b) Duplicating CD, 700 MB, cost to include printing the face of the disc up to and including four-color process. Cost per disc \$ _____
- (c) Printing insert cards for CD ROM up to and including four-color process. The cost of the stock must be included. Cost per side and per card \$ _____
- (d) Standard clear plastic jewel cases for single discs. Cost will include inserting the disc and card. Cost per case \$ _____
- (e) Standard clear plastic slim-line jewel cases for single discs. Cost will include inserting the disc and card. Cost per case \$ _____
- (f) Standard size paper disc envelopes. Cost to include inserting the disc. Cost per envelope \$ _____

Initial

- (g) Standard size Tyvek envelopes. Cost will include inserting the disc.
Cost per envelope \$ _____
- (h) Translucent soft clam shell case. Cost to include inserting the disc.
Cost per case \$ _____

VII. PROOFS:

- (a) Emailed Proof, cost per page \$ _____
- (b) Content Proof, cost per page \$ _____
- (c) Prior to Production sample, cost per grayscale page \$ _____
- (d) Prior to Production sample, cost per color page \$ _____

My production facilities are located within the assumed area of production. _____ yes _____ no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications must complete the following information.

Proposed carrier(s) for pickup of Government Furnished Material. _____.

Number of hours from acceptance of print order to pickup of Government Furnished Material _____.

Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____.

Proposed carrier(s) for delivery of completed product. _____.

Number of hours from notification to carrier to pickup of completed product. _____.

Number of hours from pickup of completed product to delivery at destination. _____.

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices, initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". **Only the original is required.** Do not enter bid prices on the GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder: _____

City and State: _____

By:

Signature and title of person authorized to sign this bid

Person to be contacted

Telephone Number