

**TITLE: "APPOINTMENT AND BUSINESS CARDS" Program 2854-SP**

**Term: FEBRUARY 8, 2017 TO JANUARY 31, 2018 (With Options)**

Item No.	DESCRIPTION	Basis of Award	Barton Printing		Lithexcel		Print House, The	
			090	10303	300	52436	310	71022
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>COMPLETE PRODUCT: Except Items II &amp; III</b>							
	<b>Black Ink or a Color Other than Black</b>							
(a)	Per Printed Side							
(1)	Makeready and Setup Charges	171 x	7.50	1,282.50	2.00	342.00	25.00	4,275.00
(2)	Per 100 Copies	435 x	1.75	761.25	0.80	348.00	3.00	1,305.00
	<b>Each Additional Color of Ink</b>							
(3)	Makeready and Setup Charges	328 x	5.00	1,640.00	5.00	1,640.00	25.00	8,200.00
(4)	Per 100 Copies	820 x	2.00	1,640.00	0.50	410.00	3.00	2,460.00
<b>II.</b>	<b>PAPER: Per 100 pages</b>							
(a)	White or Colored Index, 110-lb	35 x	0.50	17.50	0.70	24.50	2.50	87.50
(b)	White or Colored Vellum-Finish Cover, 65-lb	10 x			0.80	8.00	2.50	25.00
(c)	White Matte Coated Cover, 80-lb	10 x	0.50	5.00	0.75	7.50	2.50	25.00
(d)	White Litho (Gloss) Coated Cover, 80-lb	10 x	0.50	5.00	0.80	8.00	2.50	25.00
(e)	White or Colored Linen Finish Cover, 65-lb	10 x	1.00	10.00	1.20	12.00	3.50	35.00
(f)	White or Colored Linen Finish Cover, 80-lb	10 x			1.50	15.00	3.50	35.00
(g)	White Neenah Solar Classic Crest Color 110-lb	350 x	1.00	350.00	1.25	437.50	4.25	1,487.50
<b>III.</b>	<b>ADDITIONAL OPERATIONS:</b>							
(a)	Wrapping or Shrink-film packaging.....each package	2 x	0.25	0.50	0.20	0.40	5.00	10.00
(b)	Boxing.....per box	169 x	1.00	169.00	1.00	169.00	1.00	169.00
(c)	Composition (not to exceed 15 lines).....per order	15 x	5.00	75.00	20.00	300.00	10.00	150.00
(d)	Digital Content Proof	4 x	2.50	10.00	5.00	20.00	25.00	100.00

**CONTRACTOR TOTALS**

**DISCOUNT if any**

**DISCOUNTED TOTALS**

**2.00%**

**1.00%  
AWARDED**

**\$3,741.90**

**37.42**

**\$3,704.48**

**0.25%**

**\$18,389.00**

**45.97**

**\$18,343.03**

**THIS CONTRACT IS BEING SOLICITED AS A  
SMALL PURCHASE PROCUREMENT**

**Program 2854-(1/22)**  
Specifications by JS  
Reviewed by BS

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U.S. GOVERNMENT PUBLISHING OFFICE

Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of  
**APPOINTMENT & BUSINESS CARDS**  
as requisitioned from the U.S. Government Publishing Office (GPO) by  
Various Government Departments and Agencies

Single Award

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning Date of Award (DOA). The anniversary date of this contract shall be considered February 1. Special attention should be directed to the following clauses in Section 1 of this contract: "ECONOMIC PRICE ADJUSTMENT" and "NOTIFICATION".

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

REQUEST FOR QUOTATION: Please review the attached specifications and SUBMIT OFFERS BY MAILING OR FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on January 31, 2017.

Facsimile Telephone Number: **(303) 236-5332**  
Mail To: **U.S. Government Publishing Office**  
**Denver Regional Office**  
**12345 West Alameda Parkway, Suite 208**  
**Lakewood CO 80228-2842**

For information of a technical nature call Jill Schaffer (303) 236-5292, extension 2 (no collect calls).

## SECTION 1 - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:

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

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). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.
- (c) Exceptions: Type Quality and Uniformity (P-7), and Solid or Screen Tints Color Match (P-9) at 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.

The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Average Type Dimension *
P-9. Solid and Screen Tint Color Match	Pantone Matching System

\* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

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 DOA through January 31, 2018, 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 November 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.

**NOTIFICATION:** The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

**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 DOA through January 31, 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, any 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 that 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 BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**. **In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5332 ATTN: Procurement Technician or emailed to InfoDenver@gpo.gov.**

For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

**Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.**

NOTICE TO OFFERORS: The offer (**SECTION 4 - SCHEDULE OF PRICES**) and the GPO form 910 may be facsimile transmitted direct to GPO office.

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of face only and/or face and back cards requiring such operations as electronic pre-press, film making, printing, packing, and distribution.

**TITLE:** Appointment and Business Cards.

**FREQUENCY OF ORDERS:** Approximately 10 orders per year. It is anticipated that on 60% of the orders there may be as many as 40 different cards per print order.

**QUANTITY:** Most individual card orders will be from 250 to 1,000 copies per name. It is anticipated that most orders will be for 250 each.

**TRIM SIZES:** 3-1/2 x 2".

**GOVERNMENT TO FURNISH:** Print Orders, manuscript for typesetting, sample, hard copy visuals output from furnished files and/or electronic PDF files suitable for visuals but not reproduction to be used as a guide. CD-ROM, DVD or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's facility via e-mail or to contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or a Windows platform in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF, QuarkXPress, Aldus Freehand, Corel Draw, Adobe PageMaker, Microsoft Publisher, Microsoft Word, Microsoft Office, and WordPerfect. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

**Fonts:** Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

**INSPECTION OF ELECTRONIC FILES:** Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and

ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi and all equal to 150 line screen or finer.

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.

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.

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.

Output resolution: Where electronic media is provided, the contractor MUST generate images, whether via films or direct to plate, equivalent to 2400 dpi.

COMPOSITION: An occasional order may require the setting of a few lines of type. Type used should be the same or similar to copy being replaced. For typesetting not to exceed fifteen lines per single card, a typesetting charge will be allowed. The contractor(s) will be responsible for accuracy of typesetting.

Various department logos and seals will be provided in the form of camera copy and/or digital files. Contractor to store this library of logo templates for used on orders as required. Contractor to place and/or replace any low resolution (FPO) illustrations from the library of logos. Additional logos may be uploaded to contractor's on-line inventory as necessary.

NOTE: GPO imprint is not required

PROOFS: The contractor is required to provide one set of digital content proofs (color or black), or digital PDF proofs (electronically transmitted via fax or e-mail). Digital color content proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

At the Government's option, electronically transmitted PDF "soft" proofs may be requested. When ordered, no charges will be allowed for these "soft" proofs.

Proofs must be clean, free of extraneous marks, with all images clearly legible. Proofs must be identified with the jacket number, program number, print order number, and proof date. The contractor's firm name must not appear on any proofs.



Cost of transporting proofs and materials to the Government and for their return to the contractor is to be borne by the contractor.

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.

The contractor must not print prior to receipt of an **"OK to print"**.

Submit proofs together with all of the furnished material to the address specified on the print order.

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. Paper used under this contract MUST conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request. All paper used in each copy must be of a uniform shade.

Stock provided by the contractor will be from the following list:

- White or Colored Index, basis weight 110 lbs. per 500 sheets, 25½ x 30½" equal to JCP Code K10. Approximately 90% of the orders will print on white stock.
- White or Colored Vellum-Finish Cover, 65 lbs. per 500 sheets, 20 x 26" equal to JCP Code L20. Approximately 90% of the orders will be on white stock.
- White Matte Coated Cover, 80 lbs. Per 500 sheets, 20 x 26" equal to JCP Code L50.
- White Litho (Gloss) Coated Cover, 80 lbs. Per 500 sheets, 20 x 26" equal to JCP Code L10.
- White or Colored Linen Finish Cover, 65 lbs. or 80 lbs. per 500 sheets, 20 x 26" equal to JCP Code L21. Approximately 90% of the orders will print on white stock.
- White Neenah Solar Classic Crest Color (or equal), 110 lbs.

PRINTING: Print face only and/or face and back in black or a digital single ink color other than black plus an occasional additional ink color(s). Match Pantone Matching System colors as indicated on print order.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Margins as indicated on the print order or furnished copy. Adequate gripper available.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

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 distribution list.

In addition, a copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. A copy of the Government furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher INSPECTION SAMPLES: Occasionally, when so indicated on the print order, or otherwise requested, the first two copies of each order must be sent for inspection to **U.S. Government Publishing Office, Denver Regional Office, 12345 West Alameda Parkway, Suite 208, Lakewood, Colorado 80228-2842, Attn: "Inspection Samples"**.

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), 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 from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's offer and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, Program, and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

PACKING: Pack as indicated on the print order. Wrap (kraft paper or shrink-film) or box in suitable units. Box or wrap individual names together. Do not box or wrap more than one name in a package.

Pack in shipping containers. Shipping containers are not to exceed 45 pounds gross weight.

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

DISTRIBUTION: Prices offered are f.o.b. destination, freight prepaid and add.

Contractor will be required to pickup print order and furnished materials (and to return government furnished materials and "Blue Label" samples) from various nationwide locations throughout the United States.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination must be made via reimbursable traceable parcel post or traceable small parcel carrier, whichever method is most economical to the Government unless otherwise instructed.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor(s).

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to email address furnished on the Print Order. The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, P.O. XXXXX, Program 2854-SP, 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: No definite schedule can be established at this time. Orders will be scheduled according to the work involved and the time that can be allowed. The contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

All agencies will wrap or otherwise prepare the furnished material for pickup by the contractor or contractor's agent.

The schedule will begin the workday after notification of the availability of the print order and furnished material.

The deliver/shipping date scheduled will be indicated on the print order and shall bind the contractor.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld no more than two (2) workdays from receipt at the ordering office until they are made available for pickup by the contractor.

The proof hold period by the Government begins when proofs are received by the designated party and ends when the contractor is notified that the proofs are available for pick-up by the contractor or their designated service.

Proofs, along with the Government furnished material, a copy of the print order, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "Proof" label (or contractor's standard "Proof" label provided it contains a full identification of the order) and to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor. The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

Complete production and delivery must be made within 10 to 15 workdays from availability of print order and furnished material.

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.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices quoted in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce one year's 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 under this contract.

The following item designations correspond to those listed in the "**SCHEDULE OF PRICES**".

I.	(1)	(2)	(3)	(4)
(a)	171	435	328	820
II.	(a)	35		
	(b)	10		
	(c)	10		
	(d)	10		
	(e)	10		
	(f)	10		
	(g)	350		
III.	(a)	2		
	(b)	169		
	(c)	15		
	(d)	4		

**The term of this contract is for one year and up to four option years.**

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**SECTION 4 - SCHEDULE OF PRICES**

Offers submitted are f.o.b. destination freight prepaid and add.

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

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

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive. Offers submitted with "NB" (No Bid), "NA" (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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/invoices submitted to the agency shall be based on the most economical method of production.

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

A card is equal to 7 square inches (3½ X 2”).

I. COMPLETE PRODUCT: Except Items III. and III. Prices quoted shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications.

	Black Ink or a Color <u>Other Than Black</u>		Each Additional <u>Color of Ink</u>	
	Makeready and Setup Charges <b>(1)</b>	Per 100 <u>Copies</u> <b>(2)</b>	Makeready and Setup Charges <b>(3)</b>	Per 100 <u>Copies</u> <b>(4)</b>
(a) Per printed side.....	\$ _____	\$ _____	\$ _____	\$ _____

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

II. 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 furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered. A card is equal to 7 square inches (3½ X 2”).

	<u>Per 100 cards</u>
(a) White or Colored Index, 110-lb.....	\$ _____
(b) White or Colored Vellum-Finish Cover, 65 lb.....	\$ _____
(c) White Matte Coated Cover, 80 lb.....	\$ _____
(d) White Litho (Gloss) Coated Cover, 80 lb.....	\$ _____
(e) White or Colored Linen Finish Cover, 65 lb.....	\$ _____
(f) White or Colored Linen Finish Cover, 80 lb.....	\$ _____
(g) White Neenah Solar Classic Crest Color 110 lb.....	\$ _____

III. ADDITIONAL OPERATIONS:

(a) Wrapping or Shrink-film packaging.....each package	\$ _____
(b) Boxing..... per box	\$ _____
(c) Composition (not to exceed 15 lines) .....each card	\$ _____
(d) Digital Content Proof.....per each card	\$ _____

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

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:**

\_\_\_\_\_ **Percent**, \_\_\_\_\_ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Offeror hereby acknowledges amendment(s) number (ed) \_\_\_\_\_

**OFFERORS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.**

**OFFEROR'S NAME AND SIGNATURE:** When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated. In addition a completed signed copy of the form 910 is required. Do not enter prices on GPO form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO form 910.

Offeror \_\_\_\_\_ (Contractor Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State)

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

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

\_\_\_\_\_  
(E-mail address) \_\_\_\_\_ (Facsimile Number)



**SAMPLE OF THE QUOTE ENVELOPE**

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number    **2854-SP**  
From: \_\_\_\_\_  
Address: \_\_\_\_\_  
          \_\_\_\_\_

Postage  
Stamp  
Required  
Here

**Offer Enclosed**

Offers will be received until  
January 31, 2017 at **11 A.M.**  
prevailing Denver time.

U.S. Government Publishing Office  
Denver Regional Office  
12345 West Alameda Parkway, Suite 208  
Lakewood CO 80228-2842