| 1438-S | DOA thru 3/31/2014 (opt thru 2018) | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Barton Printing Jacksonville, FL | | Bosworth Printing Stoughton, MA | | NPC Inc. Claysburg, PA | | Pioneer Printing Lodi, NY | | The Print House Brooklyn, NY | | Seagull Printing Midvale, UT | | Shamrock St. Louis, MO | | Sparta Digital Print Mechanicsburg, PA | | GPO Estimate | |
| ITEM NUMBER | ITEM DESCRIPTION | BASIS OF AWARD | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST |
| I | COMPLETE PRODUCT | | | | | | | | | | | | | | | | | | | |
| (a) | Printing | | | | | | | | | | | | | | | | | | | |
| (1) | Make-ready/Setup | 25 | 50.00 | 1,250.00 | 45.00 | 1,125.00 | 65.00 | 1,625.00 | 35.00 | 875.00 | 30.00 | 750.00 | 12.50 | 312.50 | 48.00 | 1,200.00 | 18.00 | 450.00 | 42.67 | 1,066.75 |
| (2) | Running Rate...per 100 leaves | 448 | 5.00 | 2,240.00 | 2.85 | 1,276.80 | 12.00 | 5,376.00 | 1.00 | 448.00 | 3.10 | 1,388.80 | 12.00 | 5,376.00 | 0.95 | 425.60 | 5.00 | 2,240.00 | 4.82 | 2,159.36 |
| (b) | Foil Stamping | | | | | | | | | | | | | | | | | | | |
| (1) | Make-ready/Setup | 23 | 80.00 | 1,840.00 | 58.00 | 1,334.00 | 65.00 | 1,495.00 | 25.00 | 575.00 | 44.00 | 1,012.00 | 58.00 | 1,334.00 | 40.00 | 920.00 | 28.75 | 661.25 | 52.63 | 1,210.49 |
| (2) | Running Rate...per 100 leaves | 433 | 8.00 | 3,464.00 | 5.20 | 2,251.60 | 5.00 | 2,165.00 | 2.85 | 1,234.05 | 6.00 | 2,598.00 | 19.00 | 8,227.00 | 3.25 | 1,407.25 | 6.00 | 2,598.00 | 5.58 | 2,416.14 |
| II | PAPER | | | | | | | | | | | | | | | | | | | |
| (a) | White/Natural Parchment | | | | | | | | | | | | | | | | | | | |
| | ....per 100 leaves | 433 | 5.50 | 2,381.50 | 3.35 | 1,450.55 | 6.55 | 2,836.15 | 3.80 | 1,645.40 | 3.25 | 1,407.25 | 4.50 | 1,948.50 | 3.25 | 1,407.25 | 3.40 | 1,472.20 | 4.22 | 1,827.26 |
| (b) | Baronial Ivory...per 100 leaves | 15 | 5.50 | 82.50 | 5.00 | 75.00 | 17.00 | 255.00 | 3.80 | 57.00 | 7.00 | 105.00 | 5.90 | 88.50 | 4.25 | 63.75 | 4.30 | 64.50 | 7.18 | 107.70 |
| III | COMPOSITION | | | | | | | | | | | | | | | | | | | |
| (a) | Typeset 1-15 lines & sig...per order | 3 | 15.00 | 45.00 | 15.00 | 45.00 | 70.00 | 210.00 | 10.00 | 30.00 | 75.00 | 225.00 | 15.00 | 45.00 | 8.00 | 24.00 | 8.00 | 24.00 | 31.83 | 95.49 |
| IV | ADDITIONAL OPERATIONS | | | | | | | | | | | | | | | | | | | |
| (a) | Proofs (PDF)...per order | 3 | 0.00 | 0.00 | 6.00 | 18.00 | 1.00 | 3.00 | 0.00 | 0.00 | 25.00 | 75.00 | 2.00 | 6.00 | 5.00 | 15.00 | 0.00 | 0.00 | 6.17 | 18.51 |
| (b) | Shrink Wrap | | | | | | | | | | | | | | | | | | | |
| | (including chip board) ..per order | 448 | 0.25 | 112.00 | 0.25 | 112.00 | 0.35 | 156.80 | 0.27 | 120.96 | 0.25 | 112.00 | 0.23 | 103.04 | 0.20 | 89.60 | 0.20 | 89.60 | 0.25 | 112.00 |
| | TOTAL | | | 11,415.00 | | 7,687.95 | | 14,121.95 | | 4,985.41 | | 7,673.05 | | 17,440.54 | | 5,552.45 | | 7,599.55 | | 9,013.70 |
| | DISCOUNT | | 2.00% | 228.30 | 1.00% | 76.88 | 0.25% | 35.30 | 1.00% | 49.85 | 0.25% | 19.18 | 0.25% | 43.60 | 0.00% | 0.00 | 0.00% | 0.00 | 0.00% | 0.00 |
| | NET TOTAL | | | 11,186.70 | | 7,611.07 | | 14,086.65 | | 4,935.56 | | 7,653.87 | | 17,396.94 | | 5,552.45 | | 7,599.55 | | 9,013.70 |

ZH
3-26-13

Awarded

# QUOTATION REQUEST

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

AU DIPLOMAS

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

DLA Document Services

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning DOA, and ending March 31, 2014, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO RANDY HALLFORD, (404)605-9160, EXT. 32709 OR E-MAIL rhallford@gpo.gov. NO COLLECT CALLS.

**Note: This is a new contract. No previous abstract is available.**

This is a Small Purchase Term Contract. Quotes may be submitted via fax (800-270-4758) or mailed to the Atlanta Regional Printing Procurement Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. GPO 910 Form is NOT required. To submit a quote, contractor must return a completed "Schedule of Prices", which is included at the end of this specification. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO website, **http://www.contractorconnect.gpo.gov**.

To submit a quote, bidders must execute and submit the "Schedule of Prices" (pages 11 and 12).

**Quotes due by 11:00 a.m., prevailing Atlanta, GA time, on March 22, 2013.**

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Quotation Request 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), available on the GPO website) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available on the GPO website).

**DISPUTES CLAUSE:** 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. This clause 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 III.
(b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):
(a) Non-destructive Tests - General Inspection Level I.
(b) Destructive Tests - Special Inspection Level S-2.

| Attribute | Specified Standard | *Alternate Standard |
|---|---|---|
| P-7. Type Quality and Uniformity | Approved Proofs | Average Type Dimension/Camera Copy |
| P-9. Solid and Screen Tint Color Match | Pantone Matching System | |

*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

**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.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to March 31, 2014, 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 index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" 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 3 months prior to the beginning of the contract, 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.

**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.

**PAYMENT**: Submit all billing to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Printing Office, Washington, DC 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Visit the following website for complete instructions on preparing your voucher and barcode cover page: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.

***NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 11 AND 12.***

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through March 31, 2014, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

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

**POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:**
(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

## SECTION 2.- SPECIFICATIONS

**SCOPE**: These specifications cover the production of certificates requiring such operations as die making, foil stamping, printing, binding, packing, and distribution.

**TITLE**: AU Diplomas

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's requirements.

**All ranges/percentages/etc. herein are based on past requirements and/or anticipated requirements and are NOT be construed as a guarantee.**

**FREQUENCY OF ORDERS**: Approximately 25 orders per year.

**QUANTITY**: While there are no guarantees, based upon past performance and anticipated future requirements, the orders will consist of from 200 to approximately 10,000 certificates per order.

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

**EXHIBITS**:
- Exhibit A is representative of the basic template certificate with one color printing and foil stamping ordered under this contract.

- Exhibit B is representative of the basic template certificate with foil stamping, and one color printing of signature(s) and additional line type. This Exhibit will require composition/typesetting.

- Exhibit C is representative of the basic template certificate with printing one PMS color only.

**GOVERNMENT TO FURNISH**:
- Previously produced samples for image and color guide, and one film positive for stamping image will be furnished upon award of the contract.

- Electronic manuscript copy (see "ELECTRONIC MEDIA"), handwritten manuscript copy, or camera copy (text only) via email or hard copy via USPS.

- Print orders (GPO Form 2511).

- GPO Carton Labeling and Marking Specifications.

- Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed to Atlanta GPO (800-270-4758) on the day shipment is due.

ELECTRONIC MEDIA:
- PLATFORM: IBM or compatible using Windows

- STORAGE MEDIA: Email

- SOFTWARE: Electronic manuscript copy (when furnished) will be provided in one or more of the following formats: Adobe Illustrator, InDesign, PageMaker, PDF, and/or MicroSoft Word.

NOTE: All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.
- COLOR(s): May be identified as one or more of the following: RGB, CMYK, and/or Pantone/Spot colors. Contractor to convert all colors to Black, and/or Imitation Gold Foil (see Exhibit A & B for visual of page requirements), or PMS 281 Blue (see Exhibit C for visual of page requirements).

- FONTS: All fonts will be furnished on the initial page layout/template files. Contractor must keep furnished fonts on file for subsequent orders (see "Exhibits A, B, and C" for visual of page layout/font requirements).

- OUTPUT: High resolution (1200 dpi or higher) output required.

ADDITIONAL INFORMATION:
- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- 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 YOUR CONTRACT ADMINISTRATOR.
- THE CONTRACTOR SHALL CREATE/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.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.

**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.

- Contractor to create, store, maintain, and replace as needed for repetitive use.

- Contractor to replace die as needed to maintain good consistent foil stamp throughout the term of the contract.

**COMPOSITION:** Most orders require the same basic template (Exhibit A). Occasionally orders may require typesetting of 1 to 15 typelines and/or signatures from furnished copy added to the basic template. Changes will be furnished via email with handwritten and/or manuscript copy. Signatures will be furnished via email or mail hard copy.

**Contractor must acknowledge receipt of all emailed print orders by replying to originating agency's email.**

**PROOFS**: Proofs will be required ONLY when indicated on the print order.

When required, proofs will be withheld not longer than 2 workday(s) from date of receipt by the Government to receipt in contractor's plant (approval via fax or email).

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

- PDF "SOFT" PROOF: One PRESS QUALITY PDF proof (for content only) to be emailed to agency, as indicated on the print order. PDF proof must be ripped using the same Raster Image Processor (RIP) that will be used to produce the product. Proof MUST show color and contain all crop marks. THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION. NOTE: Contractor must call recipient to confirm receipt.

**FILMS:** Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

**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.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 or available in PDF format on the GPO website.

Color of 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).

- White & Natural Imitation Parchment Laser-Finish*, Basis Weight 24 lbs per 500 sheets, 17 x 22", equal to JCP Code H30.

- Baronial Ivory Laid – Text, Laser-Finish**, Basis Weight 24lbs per 500 sheets, 17 x 22.

* Equal in color and finish to Wausau Paper Astroparche, White and Natural.

** Equal in color and finish to Neenah Papers Classic Laid, Baronial Ivory.

**PRINTING**: Form prints one side with one ink or, one side with one ink and /or foil stamp in one color. Form stamps in imitation gold foil. Approximate image area for stamping is 1-1/4 x 1-1/4". Stamping must have a solid impression - no picking, pulling or filling in.

Match Pantone number and/or foil color as indicated on the print order.

Colored Metalized Hot Stamping Foil, Crown Roll Leaf Hot Stamping Metalized Foil or equal.

**NOTE: Must be produced by the offset printing method – inkjet printing or color copying is NOT acceptable. Ink and foil MUST NOT SMEAR, PULL, LIFT, or PICK when product is used in laser printers.**

**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.

- **NOTE: Must be compatible for usage with a high heat laser printer. No smearing, lifting or loss of images due to use with a laser printer will be accepted.**

**MARGINS**:

AU DIPLOMAS (Exhibit A and Exhibit B):
- "AIR UNIVERSITY" must be centered across the 11" dimension and 1/2" from the top trimmed edge.
- Foil stamped shield must be centered across the 11" dimension and 15/16" from the bottom trimmed edge.

CERTIFICATE OF TRAINING (Exhibit C):
- Margins will be as indicated on the print order and furnished copy.

**BINDING**: Trim 4 sides.

**PACKING**: Shrink-film wrap in packs of 100. Each shrink wrapped pack must include a chip board back to prevent curling. Pack suitable per shipping container. GPO carton labels MUST be completed with carton contents clearly indicated.

**LABELING AND MARKING**: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to each shipping container.

**DISTRIBUTION**: Most of the orders will deliver f.o.b. destination to: Maxwell AFB, Alabama 36112 (or 36114) within the city of Montgomery, AL.

Occasionally orders may deliver to APO/FPO or other CONUS destinations. Contractor will ship those orders f.o.b. contractor's city via USPS. For orders requiring delivery to APO/FPO destinations, contractor will be reimbursed for postage by submitting a properly completed Postal Service form with the billing for payment or actual carrier cost.

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

All expenses incidental to the pickup and return of the furnished materials, proofs, and furnished samples must be borne by the contractor.

Inside delivery is required for all orders.

**INSPECTION SAMPLES**: When required, the contractor shall submit one to two printed samples to the address specified on the print order or: U.S. Government Printing Office, Regional Printing Procurement Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA, 30327, Attn: Program 1438-S Inspection Samples.

**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 billing for payment.

**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). NOTE - Government will fax or email the Print Order (Form 2511) when manuscript copy is e-mailed or faxed.

No definite schedule for pickup of material can be predetermined. Furnished material will be available for pickup upon notification by the Government.

Most of the furnished material will be furnished via email (or, at contractor's option, via a contractor maintained ordering website - see page 5-6); however, occasional items (i.e. CDs, handwritten manuscript, etc.) must be picked up from and delivered to any of the locations indicated under "DISTRIBUTION". **NOTE: Specific room number and point of contact will be indicated on the individual print order.**

**Regular Schedule:** Most orders will require complete production and delivery within 7 to 15 work days.

The delivery date will be based on the needs of the Government, and will be indicated on the print order.

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 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 for a like period of time.

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

| | | | |
|---|---|---|---|
| I. | | (1) | (2) |
| | (a) | 25 | 448 |
| | (b) | 23 | 433 |
| II. | (a) | 433 | |
| | (b) | 15 | |
| III. | (a) | 3 | |
| IV. | (a) | 3 | |
| | (b) | 448 | |

## SECTION 4.- SCHEDULE OF PRICES

## GPO Atlanta Facsimile Number: (800)270-4758

**Quotes due by: 11:00 a.m. / Date: March 22, 2013**

BIDDERS NAME AND SIGNATURE: Fill out and return* all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder_______________________________________________________________

_______________________________________________________________
(Address) (City) (State) (Zip)

_______________________________________________________________
(Person to be Contacted) (Date) (State Code/Contractor's Code)

_______________________________________________________________
(Telephone Number) (E-mail Address)

*********************************************************************************************

***You may FAX the Schedule of Prices pages to the above number, or you may mail to: Atlanta Regional Printing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.**

**NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.**

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PAYMENT TERMS:

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

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THIS SECTION FOR GPO USE ONLY

Certified by: _________ (Initials) Date:__________

Contracting Officer:_________ (Initials) Date:__________

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Quotes offered are f.o.b. destination.

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

Bidder must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes 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.

Quotes 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 billing submitted to the GPO shall be based on the most economical method of production.

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.**

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

NOTE: All dies made by the contractor will become property of the U.S. Government and must be returned to the applicable address at the end of the contract. Cost of die must be incorporated into prices furnished.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exceptions of Item II, III, and IV.

| | Make-ready/Setup Charge (1) | Running Rate (per 100 leaves) (2) |
|---|---|---|
| (a) Printing ............................................... | $_________ | $_________ |
| (b) Foil Stamping........................................ | $_________ | $_________ |

II. PAPER:

(a) White or Natural Parchment.......per 100 leaves..............$_________

(b) Baronial Ivory Laid...............per 100 leaves...................$_________

III. COMPOSITION:

(a) Typeset 1 to 15 lines and signature.....per order............... $_________

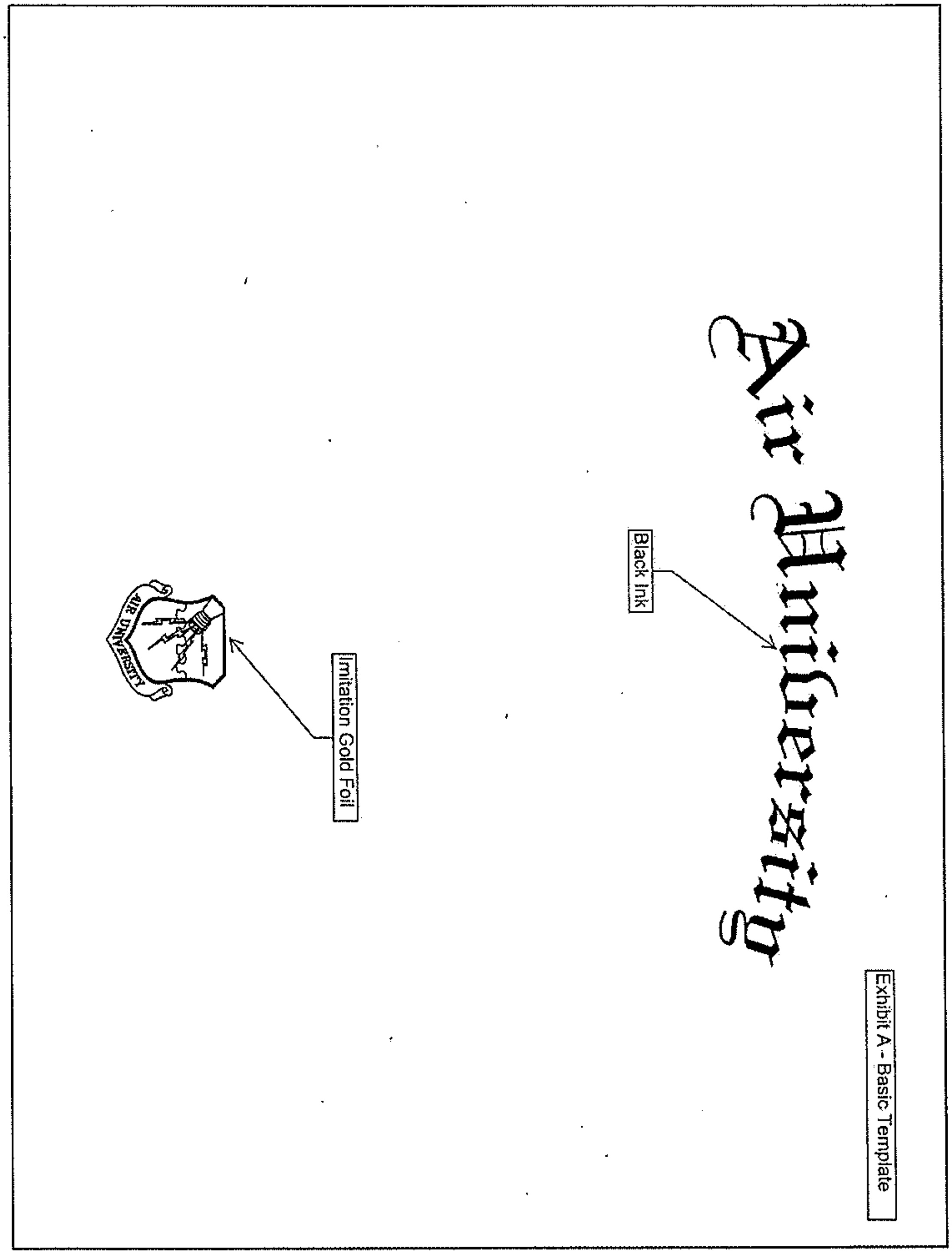
IV. ADDITIONAL OPERATIONS:

(a) Proofs (PDF)...............................per order.........................$_________

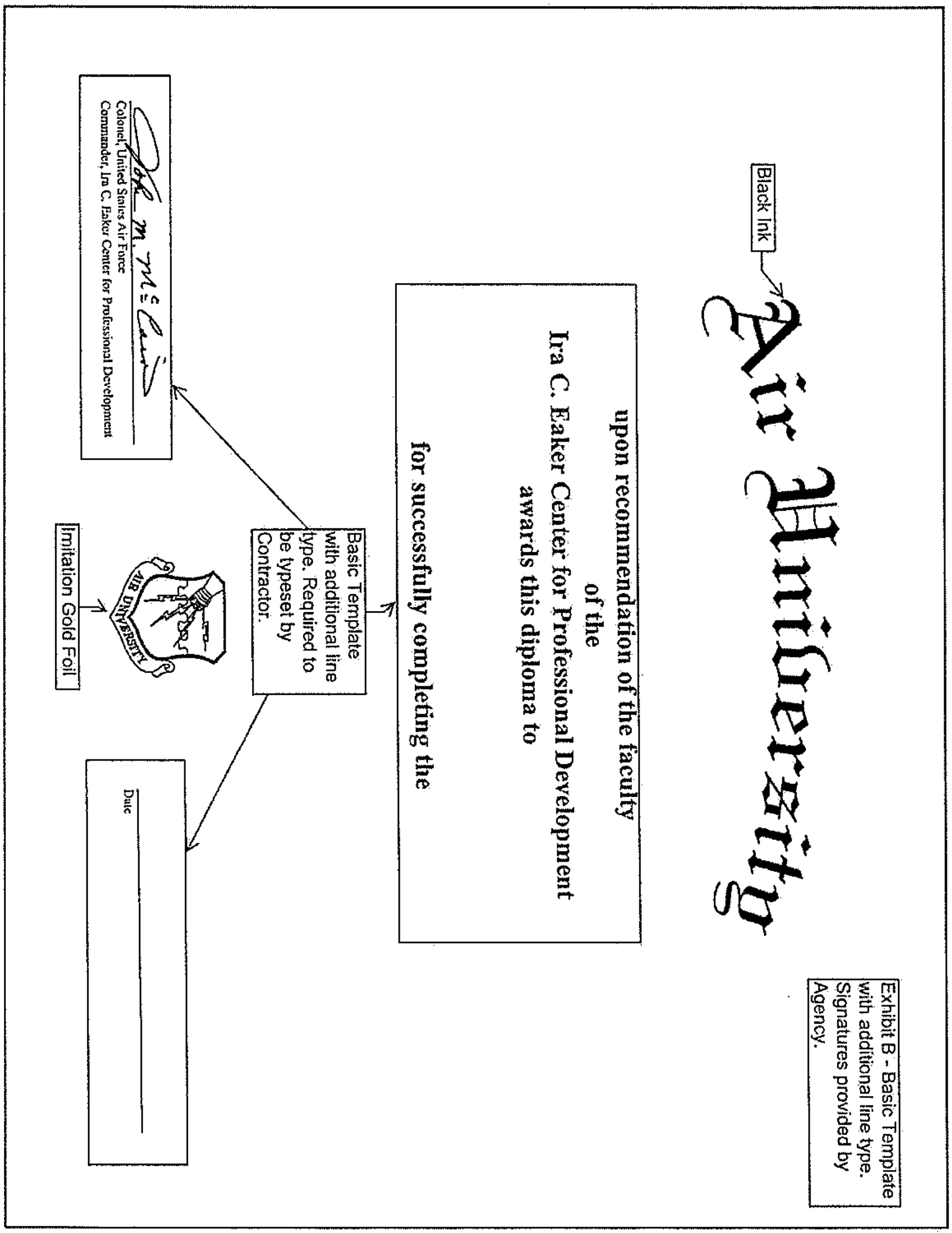
(b) Shrink Wrap (including chip board)...per wrap........................$_________

_____________
(Initials)

# EXHIBIT A


Air University
Black Ink
Imitation Gold Foil
AIR UNIVERSITY
Exhibit A - Basic Template

# EXHIBIT B


Black Ink
Air University
upon recommendation of the faculty
of the
Ira C. Eaker Center for Professional Development
awards this diploma to
for successfully completing the
Exhibit B - Basic Template with additional line type. Signatures provided by Agency.
Basic Template with additional line type. Required to be typeset by Contractor.
Colonel, United States Air Force
Commander, Ira C. Eaker Center for Professional Development
AIR UNIVERSITY
Imitation Gold Foil
Date

# EXHIBIT C

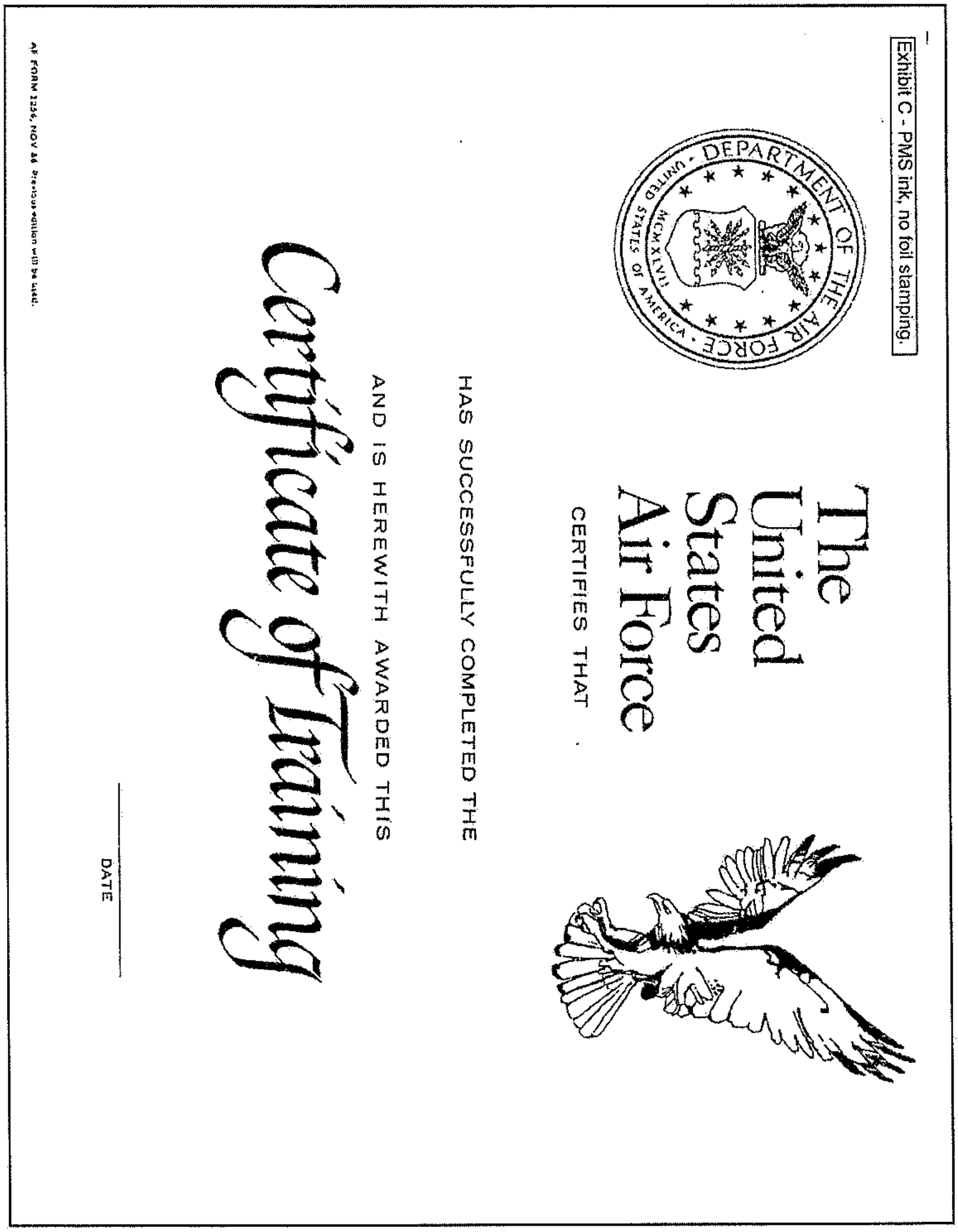


Exhibit C - PMS ink, no foil stamping.

DEPARTMENT OF THE AIR FORCE · UNITED STATES OF AMERICA · MCMXLVII

The United States Air Force

CERTIFIES THAT

HAS SUCCESSFULLY COMPLETED THE

AND IS HEREWITH AWARDED THIS

Certificate of Training

DATE

AF FORM 1256, NOV 86 Previous edition will be used.