

PROGRAM 2060S -- TITLE: FLAT FORMS

TERM: May 2016 through April 2017

This is the base year. This contract has a 4 year extension potential

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Bosworth Printing Stoughton MA		K-B Offset Printing State College PA		PREVIOUS/ESTIMATE	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I. PRINTING, BINDING, PACKING AND DISTRIBUTION</b>							
1. Printed per side in the same ink color							
(a) Make-ready and setup charge							
1. Format A: up to and including 6 x 9".....	25	50.00	1250.00	20.00	500.00	20.00	500.00
2. Format B: Over 6 x 9" up to and including 8-1/2 x 11".....	67	12.00	804.00	20.00	1340.00	20.00	1340.00
3. Format C: Over 8-1/2 x 11" up to and including 11 x 17".....	13	190.00	2470.00	20.00	260.00	30.00	390.00
(b) Running, per 100 copies							
1. Format A.....	875	0.90	787.50	2.00	1750.00	1.00	875.00
2. Format B.....	2345	1.15	2696.75	2.00	4690.00	1.00	2345.00
3. Format C.....	1105	1.80	1989.00	2.00	2210.00	2.00	2210.00
2. Additional ink color per side							
(a) Make-ready and setup charge							
1. Format A.....	1	50.00	50.00	20.00	20.00	20.00	20.00
2. Format B.....	3	12.00	36.00	20.00	60.00	20.00	60.00
3. Format C.....	1	190.00	190.00	20.00	20.00	20.00	20.00
(b) Running, per 100 copies							
1. Format A.....	35	0.65	22.75	3.00	105.00	2.00	70.00
2. Format B.....	105	0.65	68.25	3.00	315.00	3.00	315.00
3. Format C.....	85	1.95	165.75	3.00	255.00	4.00	340.00
3. Printed per side in four color process							
(a) Make-ready and setup charge							
1. Format A.....	1	50.00	50.00	50.00	50.00	50.00	50.00
2. Format B.....	3	15.00	45.00	50.00	150.00	50.00	150.00
3. Format C.....	1	240.00	240.00	50.00	50.00	60.00	60.00
(b) Running, per 100 copies							
1. Format A.....	35	1.80	63.00	7.00	245.00	5.00	175.00
2. Format B.....	105	1.95	204.75	7.00	735.00	6.00	630.00
3. Format C.....	85	2.50	212.50	7.00	595.00	9.00	765.00
<b>II. PAPER</b>							
Per 100 leaves.							
(a) White Writing 20#							
1. Format A.....	36	1.15	41.40	0.70	25.20	0.60	21.60
2. Format B.....	25	1.98	49.50	0.75	18.75	0.65	16.25
3. Format C.....	6	3.96	23.76	1.50	9.00	1.50	9.00
(b) Colored Writing 20#							
1. Format A.....	55	1.35	74.25	0.95	52.25	0.80	44.00
2. Format B.....	39	2.55	99.45	1.05	40.95	0.90	35.10
3. Format C.....	6	5.10	30.60	1.85	11.10	1.75	10.50
(c) White 25% Rag Bond 20-24#							
1. Format A.....	5	2.30	11.50	2.00	10.00	1.50	7.50
2. Format B.....	110	4.10	451.00	2.50	275.00	1.60	176.00
(d) White Offset Book 60#							
1. Format A.....	5	2.10	10.50	0.80	4.00	0.70	3.50
2. Format B.....	12	4.30	51.60	0.95	11.40	0.80	9.60
3. Format C.....	131	4.70	615.70	1.90	248.90	1.60	209.60
(e) White Smooth & Fancy Finished Text 70#							

1. Format A.....	5	1.80	9.00	1.10	5.50	0.90	4.50
2. Format B.....	12	2.75	33.00	1.15	13.80	1.10	13.20
3. Format C.....	6	5.75	34.50	1.90	11.40	1.75	10.50
(f) Colored Smooth & Fancy Finished Text 70#							
1. Format A.....	5	1.65	8.25	1.25	6.25	1.00	5.00
2. Format B.....	12	3.25	39.00	1.40	16.80	1.40	16.80
3. Format C.....	131	6.50	851.50	2.00	262.00	2.00	262.00
(g) White High Quality Laser 24#							
1. Format A.....	5	2.10	10.50	1.10	5.50	0.90	4.50
2. Format B.....	12	4.30	51.60	1.25	15.00	1.00	12.00
3. Format C.....	89	4.70	418.30	2.00	178.00	2.00	178.00
(h) White High Quality Laser 28#							
1. Format A.....	5	1.80	9.00	1.40	7.00	1.25	6.25
2. Format B.....	12	2.75	33.00	1.70	20.40	2.00	24.00
3. Format C.....	160	5.75	920.00	2.50	400.00	3.00	480.00
(i) White Vellum Cover 65#							
1. Format A.....	5	2.70	13.50	1.90	9.50	1.50	7.50
2. Format B.....	12	4.95	59.40	2.50	30.00	2.00	24.00
3. Format C.....	48	10.00	480.00	4.00	192.00	3.00	144.00
(j) Colored Vellum Cover 65#							
1. Format A.....	5	2.75	13.75	2.20	11.00	1.75	8.75
2. Format B.....	12	5.10	61.20	3.00	36.00	2.25	27.00
3. Format C.....	6	10.25	61.50	5.00	30.00	3.50	21.00
(k) White Index 110#							
1. Format A.....	9	2.95	26.55	1.75	15.75	1.50	13.50
2. Format B.....	184	5.55	1021.20	2.20	404.80	2.00	368.00
3. Format C.....	6	11.30	67.80	3.50	21.00	3.00	18.00
(l) Colored Index 110#							
1. Format A.....	5	3.10	15.50	2.20	11.00	1.75	8.75
2. Format B.....	12	5.80	69.60	2.90	34.80	2.25	27.00
3. Format C.....	6	11.70	70.20	4.10	24.60	3.50	21.00
(m) White or Colored Carbonless Bond 20# -- CF or CB							
1. Format A.....	141	3.00	423.00	3.50	493.50	2.25	317.25
2. Format B.....	441	5.20	2293.20	4.50	1984.50	3.00	1323.00
(n) White or Colored Carbonless Bond 20# -- CFB							
1. Format A.....	86	3.00	258.00	3.50	301.00	2.25	193.50
2. Format B.....	306	5.20	1591.20	4.50	1377.00	3.00	918.00
(o) Buff Carbonless Ledger 30-35# CF or CB							
1. Format A.....	73	3.00	219.00	6.50	474.50	5.00	365.00
2. Format B.....	12	5.20	62.40	8.00	96.00	6.00	72.00
(p) White or Cream Imitation Parchment 24#							
1. Format A.....	5	2.10	10.50	3.50	17.50	2.00	10.00
2. Format B.....	12	3.95	47.40	4.50	54.00	3.00	36.00
(q) White or Colored Uncoated/Coated Label 55-60#							
1. Format A.....	5	3.75	18.75	5.00	25.00	4.00	20.00

### III. ADDITIONAL OPERATIONS

1. Padding, assembling leaves into pads, stacking, gum or gum/crash, and slicing pads apart up to 100 leaves, with backboards, per pad.....	385	0.06	23.10	0.25	96.25	0.15	57.75
2. Sequential numbering							
(a) Make-ready and/or setup per form.....	7	25.00	175.00	18.00	126.00	10.00	70.00
(b) Running per 100 copies.....	245	0.40	98.00	5.00	1225.00	5.00	1225.00

3. Drilling up to 4 holes per run, cost per 100 sheets.....	140	0.20	28.00	0.50	70.00	0.25	35.00
4. Folding up to 4 parallel folds per form, cost per 100 sheets.....	35	0.70	24.50	1.00	35.00	0.75	26.25
5. Typesetting per 30 lines.....	5	24.00	120.00	25.00	125.00	25.00	125.00
6. Kraft or shrink film wrap packaging up to 500 leaves.....	245	0.25	61.25	0.50	122.50	0.35	85.75
7. Computer time work on electronic camera copy corrections, per hour.....	3	80.00	240.00	65.00	195.00	60.00	180.00
8. Perforating/scoring: (a) Make-ready and/or setup per form Up to 3 parallel perforations and/or scores per form.....	10	25.00	250.00	18.00	180.00	10.00	100.00
(b) Running per 100 copies.....	350	0.40	140.00	5.00	1750.00	5.00	1750.00
9. Slip sheet with colored stock, per 100 slip sheets.....	175	1.20	210.00	2.00	350.00	2.00	350.00
10. Emailed Proof, per page.....	8	3.00	24.00	1.00	8.00	2.00	16.00
<b>CONTRACTOR TOTALS</b>			<b>\$ 23,499.66</b>		<b>\$24,924.40</b>		<b>\$ 19,838.40</b>
<b>DISCOUNT</b>		1%	<b>\$ 235.00</b>	<b>NET</b>	<b>\$ -</b>	<b>NET</b>	<b>\$ -</b>
<b>DISCOUNTED TOTALS</b>		20 days	<b>\$ 23,264.66</b>	30 days	<b>\$24,924.40</b>	30 days	<b>\$ 19,838.40</b>

**AWARDED**

Reviewed: \_\_\_\_\_

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Seattle, Washington

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Flat Forms**

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

DLA Document Services

(And Various Other Government Agencies and Departments)

**Single Award**

The term of this contract is for the period

**beginning May 1, 2016 and ending April 30, 2017**

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

**BID OPENING:** Bids shall be publicly opened at 2 p.m., prevailing Seattle time, on April 21, 2016.

**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: 2060-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 2060-S.  
The spread sheet will be in a PDF format.

**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."

For information of a technical nature call Felicia Buchko, Ext. # 3, or email [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov), other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or e-mail [lmoore@gpo.gov](mailto: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.

**SUBCONTRACTING:** The predominant production function is presswork.

**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) Exception: Level III on orders that require multiple ink and process color.

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	Government Furnished Material or Approved Proof.
P-9. Solid and Screen Tint Color Match	Pantone color or Government Furnished Material.
P-10 Process Color Match	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.

**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. 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 year other than the first program year.. When additional funds are available for the full requirements of the next succeeding program year, the Contracting Officer shall, not later than 30 calendar days before the expiration of the program year for which performance has been funded (unless a later date is agreed to), so notify the contractor in writing. Notification that funds are not available shall effect cancellation of the contract.

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 or emailed 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 May 1, 2016 through April 30, 2017. 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 flat forms requiring such operations as printing from a single ink color up to four color process, construction, binding, numbering, perforating, scoring, packing and delivery.

**TITLE:** Flat Forms.

**FREQUENCY OF ORDERS:** Approximately 55 orders per year. 13 in format "A"; 35 in format "B"; and 7 in format "C".

**QUANTITY:** Approximately 50 to 40,000 copies per order with averages of 3,500 per order in format A & B and 8,500 per order in format C.

**NUMBER OF PAGES:** An average of 2 pages.

**TRIM SIZE:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

- Format "A": Up to and including 6 x 9".
- Format "B": Over 6 x 9" up to and including 8-1/2 x 11".
- Format "C": Over 8-1/2 x 11" up to and including 11 x 17".

### GOVERNMENT TO FURNISH:

CD's or DVD's; both IBM and/or Macintosh compatible. Digital files could include but are not limited to: PDF files, PUB, GIF, JPEG, PNG, Powerpoint, Word files, PhotoShop, Illustrator, PageMaker, InDesign, CorelDraw, QuarkXPress, Freehand, Suitcase, and PostScript files. Software will be in a variety of versions. The contractor must have the current versions and up-grade as they become available.

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.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

Contractor is responsible for converting images to an appropriate color space and file format for output. Contractor must also apply any and all necessary prepress functions to achieve best possible output quality of supplied files.



**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 is 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 may request digital deliverables as Adobe Acrobat Portable Document Format (PDF) files.

**FILMS/REPRODUCIBLES:** Film is not required. Some orders will require the contractor to furnish and underlay screen percentages of various densities.

All halftones are to be 133 dpi or finer.

**COMPOSITION:** The entirety of composition must be identical throughout the product(s) ordered under these specifications. Composition must be 1,200 DPI or finer. The contractor is required to furnish standard typefaces, fonts, sizes and weights.

The GPO reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award, which is deemed to be in the best interest of the Government.

Some orders may require the setting of a few lines of type of a printed address in a same, or similar, typeface. It is expected that less than 5 orders will require up to 30 type-lines per order.

**PROOFS:** When proofs are requested, the contractor must not print prior to receipt of an "OK to print."

Emailed Proof: When requested contractor to submit one "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 and image position. Proof will not be used for color match.

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.

Proofs will be withheld not more than 2 workdays from receipt by the Government to receipt in contractor's plant.

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

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

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 25% Rag Content Bond, basis size 17 x 22", 20 to 24 lbs. per 500 sheets, equal to JCP Code G45.

White Offset Book, basis size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A60.

White & Colored Smooth & Fancy Finish Text, basis size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A91.

Flat Forms

White High Quality Laser Text, basis size of 17 x 22", 24 and 28 lbs. per 500 sheets, equal to JCP Code O61.

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 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

White and Colored Chemical Transfer Bond, CF and CB, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code O80.

White and Colored Chemical Transfer Bond, CFB, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code O80.

Buff Colored Chemical Transfer Ledger, CF and CB, basis size 17 x 22", 30-35 lbs. per 500 sheets.

White or Cream Artificial Parchment, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP Code H20.

White or Colored Uncoated/Coated Label, basis size 25 x 38", 55-60 lbs. per 500 sheets.

Construction: Back of labels are to be coated with a permanent type, pressure sensitive adhesive and mounted on a suitable backing sheet which is to be slit for easy removal.

**PRINTING:** Orders print one side or face and back. Some orders print in a single ink color, some orders print in four-color process.

Approximately 1 order in format "A", 3 orders in format "B" and 1 order in format "C" will require one additional ink color, which may include metallic ink. Orders may print up to three additional spot ink colors.

Approximately 4% of all orders per year will require four color process.

All printing must comply with the ink requirements herein, and must be able to produce a suitable amplitude modulated (AM) halftone screen on all stock.

The forms printed under these specifications may be used singly or in multiples of two or more parts per set. Therefore, the contractor must exercise every precaution to insure that all parts of a set will register accurately when used in conjunction with a complete set.

Forms printed on carbonless paper must be printed on the proper side of the paper to insure that written or typed images transfer to each part of a multiple part set in a manner in which the form is intended.

Sequential numbering may be required on approximately 7 orders. Numbering will be in either black or red, when so indicated on the Print Order. Crash numbering is O.K. on all chemical transfer stock.

**INK:** Single, spot and four color process will be required.

Match Pantone number(s) as indicated on the print order.

**MARGINS:** Margins will be indicated on the print order(s) or furnished copy. Some orders will bleed up to four sides. When orders require a bleed, and the finished trim size does not allow adequate gripper in the format ordered, the contractor will be allowed to charge the pricing in the next largest format size. There will be no bleeds that include the full trim size (11 x 17") in format "C".

**BINDING:** Cutting, drilling, padding, folding and/or perforating/scoring may be required.

Trimming: Cut form to the size indicated on individual print order.

Padding: Pad in 25's up to 100's as required when so indicated on individual print orders. Suitable padding compound is required. Backboards must be minimum .020" chipboard, news-board or equal. Padding may include carbonless transfer sets which are edge bonded at the top and padded with suitable padding compound at the bottom. Approximately 11 orders per year will require padding.

An occasional order may require folding from one to four parallel folds.

It is anticipated that approximately 4 orders will require drilling of 1/4", 5/16", and/or 3/8" diameter holes, as specified on each print order.

It is expected that 10 orders may require perforating and/or scoring (slit or slot, with or without ink) along full dimension of product, as specified on print order. 1 to 3 parallel perforation and/or scores per form. Additional charges will be allowed for perpendicular perforations and/or scores.

Most orders that print on chemical transfer paper will require gathering into sets and edge bonding.

**NOTE:** Fasten carbonless sets by "edge bonding" using a special adhesive made for this purpose that will hold the individual parts of a set together during fill-in and normal handling, but which allows ready separation of the parts without damage to individual parts. **No additional charge will be allowed for edge bonding.**

**PACKING:** Kraft paper or shrink film wrap in suitable units.

Shrink Film Wrapping: Shrink film wrapping in units of 100 to 500 sheets per wrap. Approximately 35 orders will require shrink film wrapping.

Approximately 5 orders will require slip-sheeting with colored stock between sets.

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

**LABELING AND MARKING:** Use GPO form 905 to mark all shipping containers.

**DISTRIBUTION:** Ship f.o.b. destination to contiguous United States.

Approximately 50% of orders will be to Washington state; approximately 40% of orders will be to Oregon.

Ground surface shipments to the State of Alaska will be reimbursed by submitting shipping receipts with your invoice. Second day air shipments to the State of Hawaii will be reimbursed by submitting shipping receipts with your invoice.

Complete addresses will be furnished on individual print orders.

Upon completion of each order, all original and/or negatives must be returned to the Department. All expenses incidental to returning materials, submitting proofs, and furnishing sample copies, must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Schedule begins the first workday after contractor notification that order is available for pick-up.

No definite schedule for pickup of material can be predetermined.

Government furnished materials are to be picked up, f.o.b. destination, at the ordering Department (see address under "Distribution").

Orders must be completed and delivered within 4 to 20 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".

		(1)	(2)	(3)	
I.	1. (a)	25	67	13	
		(b)	875	2345	1105
	2. (a)	1	3	1	
		(b)	35	105	85
	3. (a)	1	3	1	
		(b)	35	105	85
		(1)	(2)	(3)	
II.	(a)	36	25	6	
	(b)	55	39	6	
	(c)	5	110	XXXX	
	(d)	5	12	131	
	(e)	5	12	6	
	(f)	5	12	131	
	(g)	5	12	89	
	(h)	5	12	160	
	(i)	5	12	48	
	(j)	5	12	6	
	(k)	9	184	6	
	(l)	5	12	6	
	(m)	141	441	XXXX	
	(n)	86	306	XXXX	
(o)	73	12	XXXX		
(p)	5	12	XXXX		
(q)	5	XXXX	XXXX		
III.	1.	385			
	2. (a)	7			
		(b)	245		
	3.	140			
	4.	35			
	5.	5			
	6.	245			
	7.	3			
	8. (a)	10			
		(b)	350		
9.	175				
10.	8				

**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. Bids for each item listed in its respective format group, as defined in Section 2.- Specifications, 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. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), N/A or blank spaces for an item may be declared non-responsive.

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

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

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

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

- I. **PRINTING, BINDING, PACKING, AND DISTRIBUTION:** Prices quoted must include the cost of all required film and plates, press make-ready and running, printing, wash-up, cutting to size, packing, and complete distribution.

"Format" groups shall be defined as follows:

Format "A": Up to and including 6 x 9".

Format "B": Over 6 x 9" up to and including 8-1/2 x 11".

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

		<b>Format A</b>	<b>Format B</b>	<b>Format C</b>
		<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1.	Printed per side in the same ink color:			
	(a) Make-ready and setup charge	\$ _____	\$ _____	\$ _____
	(b) Running, per 100 copies	\$ _____	\$ _____	\$ _____
2.	Additional ink color per side:			
	(a) Make-ready and setup charge	\$ _____	\$ _____	\$ _____
	(b) Running, per 100 copies	\$ _____	\$ _____	\$ _____
3.	Printed per side in four color process:			
	(a) Make-ready and setup charge	\$ _____	\$ _____	\$ _____
	(b) Running, per 100 copies	\$ _____	\$ _____	\$ _____

\_\_\_\_\_  
 (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 per 100 leaves of paper in the applicable "Format" group. The cost of any paper required for make-ready or running spoilage must be included in the prices quoted.

<b>Per 100 leaves:</b>	<b>Format A (1)</b>	<b>Format B (2)</b>	<b>Format C (3)</b>
<b>(a)</b> White Writing (20 lb.)	\$ _____	\$ _____	\$ _____
<b>(b)</b> Colored Writing (20 lb.)	\$ _____	\$ _____	\$ _____
<b>(c)</b> White 25% Rag Bond (20- 24 lbs)	\$ _____	\$ _____	\$XXXXXXXX
<b>(d)</b> White Offset Book (60 lb)	\$ _____	\$ _____	\$ _____
<b>(e)</b> White Smooth & Fancy Finished Text (70 lb.)	\$ _____	\$ _____	\$ _____
<b>(f)</b> Colored Smooth & Fancy Finished Text (70 lb.)	\$ _____	\$ _____	\$ _____
<b>(g)</b> White High Quality Laser (24 lb)	\$ _____	\$ _____	\$ _____
<b>(h)</b> White High Quality Laser (28 lb)	\$ _____	\$ _____	\$ _____
<b>(i)</b> White Vellum Cover (65 lb)	\$ _____	\$ _____	\$ _____
<b>(j)</b> Colored Vellum Cover (65 lb)	\$ _____	\$ _____	\$ _____
<b>(k)</b> White Index (110 lb.)	\$ _____	\$ _____	\$ _____
<b>(l)</b> Colored Index (110 lb.)	\$ _____	\$ _____	\$ _____
<b>(m)</b> White or Colored Carbonless Bond (20 lb)--CF or CB	\$ _____	\$ _____	\$XXXXXXXX
<b>(n)</b> White or Colored Carbonless Bond (20 lb)—CFB	\$ _____	\$ _____	\$XXXXXXXX
<b>(o)</b> Buff Carbonless Ledger (30-35 lb)CF or CB	\$ _____	\$ _____	\$XXXXXXXX
<b>(p)</b> White or Cream Imitation Parchment (24 lbs)	\$ _____	\$ _____	\$XXXXXXXX
<b>(q)</b> White or Colored Uncoated/Coated Label (55-60 lb.)	\$ _____	\$XXXXXXXX	\$XXXXXXXX

III. **ADDITIONAL OPERATIONS:** The prices quoted for each of the following items must be all inclusive for the performance of operations, that are additional to those specified under Item I, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

1. Padding (assembling leaves into pads, stacking, gum or gum/crash, and slicing pads apart up to 100 leaves, with backboards, **per pad**. \$ \_\_\_\_\_
2. Sequential numbering: **(a)** Make-ready and/or set up per form. \$ \_\_\_\_\_  
**(b)** Running per 100 copies. \$ \_\_\_\_\_
3. Drilling up to 4 holes per run, cost per 100 sheets. \$ \_\_\_\_\_
4. Folding up to 4 parallel folds per form, cost per 100 sheets. \$ \_\_\_\_\_
5. Typesetting per 30 lines. \$ \_\_\_\_\_
6. Kraft or shrink film wrap packaging up to 500 leaves per package. **Cost per package**. \$ \_\_\_\_\_
7. Computer time work on electronic camera copy corrections, per hour. \$ \_\_\_\_\_
8. Perforating/scoring: **(a)** Make-ready and/or set up per form. Up to 3 parallel perforation and/or scores per form. \$ \_\_\_\_\_  
**(b)** Running per 100 copies. \$ \_\_\_\_\_
9. Slip sheet with colored stock, per 100 slip sheets. \$ \_\_\_\_\_
10. Emailed Proof, per page. \$ \_\_\_\_\_

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

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

Bidder \_\_\_\_\_

\_\_\_\_\_  
City - State

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

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