

Program 1042-S Term 10/01/17 To 09/30/18  
 TITLE: Printing/Overprinting Specialty Items

ITEM NO.	DESCRIPTION	BASIS OF AWARD	New Tech Imaging		Pioneer Printing		SIMILAR CONTRACT/GPO ESTIMATE	
			Honolulu HI		Lodi NY		UNIT RATE	COST
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>COMPOSITION:</b>							
(a)	Typesetting up to and including 10 type lines, per print order	16	\$ 75.00	\$ 1,200.00	\$ 15.00	\$ 240.00	\$ 75.00	\$ 1,200.00
(b)	Line etching per square inch	40	\$ 4.50	\$ 180.00	\$ 3.75	\$ 150.00	\$ 4.50	\$ 180.00
(c)	Hot foil stamping die per square inch	1710	\$ 4.50	\$ 7,695.00	\$ 2.65	\$ 4,531.50	\$ 4.50	\$ 7,695.00
(d)	Steel Rule dies: Base cost; cost must include all materials other than the steel							
	1. rule to construct steel rule dies	2	\$ 95.00	\$ 190.00	\$ 90.00	\$ 180.00	\$ 95.00	\$ 190.00
	2. Cost per linear inch of steel rule	80	\$ 4.50	\$ 360.00	\$ 1.00	\$ 80.00	\$ 4.50	\$ 360.00
(e)	Emailed proof, per cover page	42	N/C	\$ -	\$ 0.25	\$ 10.50	\$ 1.00	\$ 42.00
<b>II.</b>	<b>PRINTING, STAMPING, PACKING, AND DISTRIBUTION</b>							
(a)	File Folders, per cover page							
	1. Makeready and/or Setup	6	\$ 55.00	\$ 330.00	\$ 50.00	\$ 300.00	\$ 85.00	\$ 510.00
	2. Running per 100 copies	21	\$ 20.00	\$ 420.00	\$ 41.00	\$ 861.00	\$ 20.00	\$ 420.00
(b)	Pocket Folders, per cover page							
	1. Makeready and/or Setup	20	\$ 265.00	\$ 5,300.00	\$ 105.00	\$ 2,100.00	\$ 225.00	\$ 4,500.00
	2. Running per 100 copies	56	\$ 25.00	\$ 1,400.00	\$ 56.00	\$ 3,136.00	\$ 20.00	\$ 1,120.00
(c)	Award Certificate Folders, per cover page							
	1. Makeready and/or Setup	58	\$ 265.00	\$ 15,370.00	\$ 75.00	\$ 4,350.00	\$ 275.00	\$ 15,950.00
	2. Running per 100 copies	232	\$ 25.00	\$ 5,800.00	\$ 23.00	\$ 5,336.00	\$ 25.00	\$ 5,800.00
(d)	Flat Forms, per cover page							
	1. Makeready and/or Setup	3	\$ 50.00	\$ 150.00	\$ 75.00	\$ 225.00	\$ 85.00	\$ 255.00
	2. Running per 100 copies	11	\$ 10.00	\$ 110.00	\$ 14.00	\$ 154.00	\$ 10.00	\$ 110.00
<b>III.</b>	<b>PAPER:</b>							
(a)	White or Colored Laid-Finish Cover (80-lb.), per 100 leaves	49	\$ 44.00	\$ 2,156.00	\$ 27.00	\$ 1,323.00	\$ 32.00	\$ 1,568.00
(b)	White or Colored Laid-Finish Cover (100-lb.), per 100 leaves	49	\$ 54.00	\$ 2,646.00	\$ 34.00	\$ 1,666.00	\$ 32.00	\$ 1,568.00
(c)	White or Colored Smooth and Fancy-Finish (Linen-Finish) Cover (80-lb.), per 100 leaves	36	\$ 45.00	\$ 1,620.00	\$ 23.00	\$ 828.00	\$ 24.00	\$ 864.00
(d)	White or Colored Smooth and Fancy-Finish (Linen-Finish) Cover (100-lb.), per 100 leaves	36	\$ 53.00	\$ 1,908.00	\$ 32.00	\$ 1,152.00	\$ 24.00	\$ 864.00
(e)	White or Colored Columns Cover (80-lb.), per 100 leaves	24	\$ 47.00	\$ 1,128.00	\$ 26.00	\$ 624.00	\$ 32.00	\$ 768.00
(f)	White or Colored Columns Cover (100-lb.), per 100 leaves	24	\$ 55.00	\$ 1,320.00	\$ 36.00	\$ 864.00	\$ 32.00	\$ 768.00
(g)	White Coated One Side Cover (C1S) (12 point), per 100 leaves	12	\$ 23.00	\$ 276.00	\$ 18.00	\$ 216.00	\$ 25.00	\$ 300.00
(h)	White Coated One Side Cover (C1S) (14 point), per 100 leaves	12	\$ 25.00	\$ 300.00	\$ 22.00	\$ 264.00	\$ 33.00	\$ 396.00
<b>CONTRACTOR TOTALS</b>				\$ 49,859.00		\$ 28,591.00		\$ 45,428.00
<b>DISCOUNT</b>				NET \$ -		1% \$ 285.91		NET \$ -
<b>DISCOUNTED TOTALS</b>				30 days \$ 49,859.00		20 days \$ 28,305.09		30 days \$ 45,428.00

AWARDED

Review by: \_\_\_\_\_



September 19, 2017

**This is Amendment No. 1**

The invitations for bid on Program 1042S which is scheduled to open at 2:00 p.m., September 21, 2017, are hereby amended as follows:

**Insert the below sentence on page 7 under “STAMPING”:**

“One foil color per page.”

**The bid opening date of September 21, 2017 2:00 p.m. is hereby canceled.**

**The new bid opening date is September 26, 2017 2:00 p.m., prevailing Seattle time.**

All other specifications will remain the same.

**BIDDER(S) MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT.**

If Amendment is not acknowledged on bid sheet by **amendment Number One**, direct acknowledgment, prior to bid opening time to:

U.S. Government Publishing Office  
4735 E. Marginal Way So.  
Seattle, WA 98134-2397  
Attn: Program 1042S  
Bid Opening of September 26, 2017, 2:00 Seattle Time

OR via facsimile directly to Seattle GPO, Fax No. (206)764-3301.

Failure to acknowledge amendment prior to bid opening time may be reason for bid being determined non-responsive.

Roland Whitehurst  
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE  
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Printing/Overprinting Specialty Items**

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

DLA  
Pearl Harbor

Single Award

**BID OPENING:** Bids shall be publicly opened at 2 p.m., prevailing Seattle time, on September 21, 2017.

**TERM OF CONTRACT:** The term of this contract is for the period beginning October 1, 2017 and ending September 30, 2018, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within the Island of Oahu, HI.

Any bidder intending to use production facilities outside this area should furnish information, with the bid (see page 10), which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BID SUBMISSION:** Submit bid to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Fill out Section 4; Schedule of Prices; of this specification with a copy of the signed and completed GPO Bid Form 910. Mark your bid "ATTN: 1042-S" on the outside of the envelope. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to Seattle GPO, Fax No. (206)764-3301. The Program number (Program 1042-S) and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134, between the hours of 8:00 a.m. and 2:00 p.m., prevailing Pacific time, Monday through Friday. If further instruction or assistance is required, call (206)764-3726.

***NOTE: BIDS RECEIVED AFTER 2:00 P.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.***

The following web address will allow the contractor to print a copy of the current pricing abstract:  
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle>

For information of a technical nature call Felicia Buchko, Phone: (206)764-3726 Ext. #3; or e-mail [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov).

**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 Publication 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

<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.

**DISPUTES:** 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).

**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.

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	Electronic Media/ average type dimension/ camera copy/manuscript copy.
P-9. Solid and Screen Tint Color Match	Printed sample or furnished foil color(s).

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years as a result of, and including, any extensions added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for authorized pricing adjustment(s).

**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 (October 1, 2017 to September 30, 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 (June 30, 2017), 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. Payment discounts shall be applied after the invoice price is adjusted and separately adjusted paper prices.

**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:** Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address:

<https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

**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 October 1, 2017 through September 30, 2018, 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.

**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.

**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.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the overprinting, crash printing, hot foil stamping and die cutting of various specialty items requiring such operations as composition, printing, packing and distribution.

**TITLE:** Printing/Overprinting Specialty Items.

### **FREQUENCY OF ORDERS:**

File Folders: Approximately 3 orders

Pocket Folders: Approximately 10 orders

Award Certificate Folders: Approximately 29 orders

Flat Forms (normally loose covers): Approximately 3 orders

**QUANTITY:** May be as low as 40 copies or as high as 1,000 copies with an occasional order over 1,000 copies per order.

Various items will be ordered as follows:

File Folders: An average 350 copies per order.

Pocket Folders: An average 280 copies per order.

Award Certificate Folders: An average 400 copies per order.

Flat Forms (normally loose covers): An average 350 copies per order.

### **TRIM SIZES:**

Flat Forms: Up to and including 9-1/2 x 12".

File Folders, Pockets Folders, and Award Certificate Folders: Up to and including 9-1/2 x 12" after conversion.

### **GOVERNMENT TO FURNISH:**

The Government will furnish most of the steel rule dies, hot foil stamping dies and etchings used under this contract.

The Government will furnish 100% of the file folders and pocket folders only. The contractor will be responsible for providing the balance of the paper for this contract.

Manuscript copy.

Adobe Acrobat .PDF files may be provided on some orders. The contractor must have the current software versions and up-grade as they become available.

At the option of the agency electronic media may be sent via e-mail or contractor's FTP site.

Camera copy consisting of line art to be reproduced at various focuses.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on the furnished copy or in the electronic files, 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.

**ELECTRONIC PREPRESS:** Regarding the PDF Images: No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. 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.

Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the contract administrator, see below.

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.

**COMPOSITION:** The entirety of composition must be identical throughout the product(s) ordered under these specifications.

Composition must be suitable for crash printing (magnesium cuts or flexible based polymer plates) and suitable composition for the balance. All composition must be 1200 dpi or finer.

Typefaces and Sizes: The contractor is required to furnish standard type faces, sizes, and weights.

The GPO reserves the right to require samples and to judge the suitability of the alternate typeface.

Steel rule dies: It is anticipated that the contractor may be required to make 2 steel rule dies mounted on a suitable base for die-cutting of windows and irregular shapes, from furnished camera copy. The average size die will use 40 linear inches of steel rule.

Line etchings: It is anticipated that the contractor may be required to make 1 line etchings of logos, seals, and other graphics, from furnished camera copy. Average size of the line etchings is anticipated to be 40 square inches.

Hot foil stamping dies: It is anticipated that the contractor may be required to make 19 hot foil stamping dies of logos, seals, and other graphics, from furnished camera copy. Average size of the hot foil stamping dies is anticipated to be 90 square inches.

Line etchings, hot foil stamping dies and steel rule dies purchased on this contract become the property of the Government.

**PROOFS:** When indicated by the agency the 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.

The contractor will be responsible for performing all necessary proofreading to insure that the typesetting is in conformity with the copy and/or manuscript submitted.



**STAMPING:** Most file folders, pocket folders, and award certificate folders orders will hot foil stamp cover pages 1 and 4. Flat forms will stamp one side only on most orders. Most stamping will be in imitation gold foil; however other foil colors may be required on some orders. Stamping foil colors will be indicated on the print order.

Steel rule die cutting must be clean with no chad, tearing, or crushed stock left behind. Some die cutting will require 2, 4, or occasionally 8 slits on folders and pocket folders to hold business cards size up to and including certificate size sheets.

Stamping must have solid impressions; no picking, pinholes or plugged type.

Crash printing: Line etching must leave a solid impression; no picking, pinholes or plugged type. The ink color will be indicated on the print order.

**BINDING:** When required the contractor must unfold or fold folders.

**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).

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

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

White and Colored, Laid-Finish Cover, basis weight: 80 lbs. and 100 lbs. per 500 sheets, 20 x 26", equal to JCP L40.

White and Colored, Smooth and Fancy-Finish Cover (Linen-Finish), basis weight: 80 lbs. and 100 lbs. per 500 sheets, 20 x 26", equal to JCP L21.

White and Colored, equal to "Neenah Classic Columns" Cover, basis weight: 80 lbs. and 100 lbs. per 500 sheets.

White Coated One Side Cover (C1S), 12 point and 14-15 point, equal to JCP L70

**MARGINS:** Maintain margins as indicated on Government Furnished Material.

**PACKING:** Pack suitable units as indicated on the print order. Pack in shipping containers not to exceed 45 pounds when fully packed.

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

**DISTRIBUTION:** Deliver f.o.b. destination to:

DLA Document Services PH  
Building 479, M Third Floor  
1025 Quincy Avenue., Suite 200  
JBHH, HI 96860-4512

All Government furnished material, except print orders, is to be returned to the ordering agency, including purchased line etchings. Contractor may elect to store line etchings and dies for the current contract term and deliver to the ordering agency upon expiration of contract.

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

For each order placed, contractor must notify the ordering agency on the same day that the product delivers via e-mail. The subject line of this message shall be "Distribution Notice for Program 1042S and the Print Order Number. The notice must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery, receipts upon agency request.

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

No definite schedule for pickup of material can be predetermined.

Print Orders and furnished material must be picked up f.o.b. destination from and returned to the Hawaii address that will be indicated on individual print orders.

The pickup of Government furnished materials is an integral part of this contract; some orders may consist of a large number of shipping containers.

Email proof to agency; subject line of email must include "PROOF for Program 1042S Print Order XXXXX". Contractor must call agency to confirm receipt of proof. Proofs will be withheld not more than 1 workday from receipt by the Government to receipt in contractor's plant. When proofs are required the contractor must not print prior to receipt of an "OK to print".

The following schedule begins the workday after notification of the availability of print order and furnished material.

Orders must be completed and delivered within from 5 to 15 workdays.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination 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 production 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. (a) 16
- (b) 40
- (c) 1,710
- (d)
- 1. 2
- 2. 80
- (e) 42
  
- II. (a) (1) 6 (2) 21
- (b) 20 56
- (c) 58 232
- (d) 3 11
  
- III. (a) 49
- (b) 49
- (c) 36
- (d) 36
- (e) 24
- (f) 24
- (g) 12
- (h) 12

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid), N/A, or blank spaces for an item may be declared nonresponsive.

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

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per 100 rate, when applicable.

Cost of all paper must be charged under III. "Paper."

**I. COMPOSITION:**

- (a) Typesetting up to and including 10 type lines, per print order. \$ \_\_\_\_\_
- (b) Line etching per square inch. \$ \_\_\_\_\_
- (c) Hot foil stamping die per square inch. \$ \_\_\_\_\_
- (d) Steel Rule dies:
  - 1. Base cost; cost must include all materials other than the steel rule to construct steel rule dies. \$ \_\_\_\_\_
  - 2. Cost per linear inch of steel rule. \$ \_\_\_\_\_
- (e) Emailed proof, per cover page. \$ \_\_\_\_\_

A line etching or hot foil stamping die charge will be allowed for reproducing logos, seals, and other graphics. Measurement will be based on the width times the length (example, a 4 inch diameter circle would equal 16 square inches). No charge will be allowed for etchings, dies, or stamps furnished by the Government.

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

**II. PRINTING, STAMPING, PACKING, AND DISTRIBUTION:** Prices quoted shall include the cost of all required materials and operations necessary for the complete printing, stamping, die cutting, unfolding and/or folding of folders and distribution of the products listed in accordance with these specifications.

One cover page will equal up to 9-1/2 x12” in area. Cover pages one and four will equal up to 9-1/2 x 24” in area.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 copies</u> (2)
(a) File Folders, per cover page.	\$ _____	\$ _____
(b) Pocket Folders, per cover page.	\$ _____	\$ _____
(c) Award Certificate Folders, per cover page.	\$ _____	\$ _____
(d) Flat Forms, per cover page.	\$ _____	\$ _____

**The Government will furnish 100% of the file folders and pocket folders only. Contractor will not be allowed to charge for stock furnished by the Government.**

**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered. Computation of the net number of leaves will be based on the following:  
 One leaf is equal to 9-1/2 x 12”.

	Price per 100 leaves.
(a) White or Colored Laid-Finish Cover (80-lb.)	\$ _____
(b) White or Colored Laid-Finish Cover (100-lb.)	\$ _____
(c) White or Colored Smooth and Fancy-Finish (Linen-Finish) Cover (80-lb.)	\$ _____
(d) White or Colored Smooth and Fancy-Finish (Linen-Finish) Cover (100-lb.)	\$ _____
(e) White or Colored Columns Cover (80-lb.)	\$ _____
(f) White or Colored Columns Cover (100-lb.)	\$ _____
(g) White Coated One Side Cover (C1S) (12 point)	\$ _____
(h) White Coated One Side Cover (C1S) (14 point)	\$ _____

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

My production facilities are located within the assumed area of production.....\_\_\_\_\_yes \_\_\_\_\_no

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

Proposed carrier(s) for pickup of Government Furnished Material: \_\_\_\_\_.

Number of hours from acceptance of print order to pickup of Government Furnished Material: \_\_\_\_\_.

Number of hours from pickup of Government Furnished Material to delivery at contractor’s plant:  
\_\_\_\_\_.

Proposed carrier(s) for delivery of completed product: \_\_\_\_\_.

Number of hours from notification to carrier to pickup of completed product:  
\_\_\_\_\_.

Number of hours from pickup of completed product to delivery at destination: \_\_\_\_\_.

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out “SECTION 4. - SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

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

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

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(Email Address)

Contractor can download the GPO Form 910 at the following link:  
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>