

PROGRAM 2085S -- TERM October 2016 through September 2017
 This contract has a one year base with a 4 year extension potential

TITLE: Color and Black Copying

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Alaska Litho Inc. Juneau AK		PREVIOUS/ESTIMATE	
		UNIT RATE	COST	UNIT RATE	COST
Format "A" -- Up to and including 8-1/2 x 11"					
Format "B" -- Over 8-1/2 x 11" up to and including 11 x 17"					
I. GRAY SCALE COPYING AND DISTRIBUTION:					
(a) Gray scale copying, the cost will include loose-leaf binding, cost per 100 impressions, per side					
(1) Format "A".....	1659	3.85	6387.15	3.50	5806.50
(2) Format "B".....	184	7.70	1416.80	7.00	1288.00
(b) Tabbed dividers, the cost includes copying, drilling, and 90 lbs white index, cost per 100 copies.....	120	19.80	2376.00	18.00	2160.00
(c) Engineering Drawings, the cost includes copying and 20 lbs white bond. Cost per square foot, per side.....	96	1.00	96.00	0.40	38.40
II. COLOR COPYING AND DISTRIBUTION:					
(a) Color copying, the cost will include loose-leaf binding, cost per 100 impressions, per side					
(1) Format "A".....	1106	65.00	71890.00	50.00	55300.00
(2) Format "B".....	123	110.00	13530.00	100.00	12300.00
III. SCANNING: Grayscale scanned to TIFF, PDF, or JPEG with a minimum 300 dpi burned to CD. Cost must include scanning, computer indexing, second pass verification creating a load file and provide a viewer.					
(a) Auto-Feed, cost per scan					
(1) Format "A".....	115	0.10	11.50	0.08	9.20
(2) Format "B".....	13	0.18	2.34	0.15	1.95
(b) Over-sized, cost per square foot.....	96	2.00	192.00	1.20	115.20
(c) Copying CD's, cost per CD.....	800	5.50	4400.00	5.00	4000.00
(d) Copying DVD's, cost per DVD.....	400	8.80	3520.00	8.00	3200.00
IV. PAPER: per 100 sheets					
(a) White Writing (20 lb)					
(1) Format "A".....	235	1.10	258.50	1.00	235.00
(2) Format "B".....	26	2.20	57.20	2.00	52.00
(b) Colored Writing (20 lb)					
(1) Format "A".....	42	1.65	69.30	1.50	63.00
(2) Format "B".....	5	3.30	16.50	3.00	15.00
(c) White Offset Book (60 lb)					
(1) Format "A".....	111	1.32	146.52	1.20	133.20
(2) Format "B".....	12	2.75	33.00	2.50	30.00

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		UNIT RATE	COST	UNIT RATE	COST
(d) White High Quality Laser (24 lb)					
(1) Format "A".....	41	1.54	63.14	1.40	57.40
(2) Format "B".....	5	3.30	16.50	3.00	15.00
(e) White High Quality Laser (28 lb)					
(1) Format "A".....	55	1.98	108.90	1.80	99.00
(2) Format "B".....	6	3.96	23.76	3.60	21.60
(f) White No. 1 Coated Text, Gloss-Finish (80 lb)					
(1) Format "A".....	111	4.40	488.40	4.00	444.00
(2) Format "B".....	12	8.80	105.60	8.00	96.00
(g) White Matte Coated Offset Book (80 lb)					
(1) Format "A".....	138	5.50	759.00	5.00	690.00
(2) Format "B".....	15	10.10	151.50	10.00	150.00
(h) White or Colored Vellum-Finish Cover (65 lb)					
(1) Format "A".....	83	4.40	365.20	4.00	332.00
(2) Format "B".....	9	8.80	79.20	8.00	72.00
(i) White or Colored Index (110 lb)					
(1) Format "A".....	194	4.95	960.30	4.50	873.00
(2) Format "B".....	22	9.90	217.80	9.00	198.00
(j) White Matte Coated Cover (80 lb)					
(1) Format "A".....	249	7.70	1917.30	7.00	1743.00
(2) Format "B".....	28	15.40	431.20	14.00	392.00
(k) Clear plastic 0.010" to 0.015" thick					
(1) Format "A".....	41	60.00	2460.00	50.00	2050.00
(l) White or Colored Label stock (55-60 lb)					
(1) Format "A".....	69	60.60	4181.40	60.00	4140.00
(m) J.L. Darling's "Rite in the Rain" Bond (20 lb)					
(1) Format "A".....	7	32.50	227.50	25.00	175.00
(2) Format "B".....	11	65.00	715.00	50.00	550.00
(n) J.L. Darling's "Rite in the Rain" Ledger (32 lb)					
(1) Format "A".....	7	39.00	273.00	30.00	210.00
(2) Format "B".....	9	78.00	702.00	60.00	540.00
V. ADDITIONAL OPERATIONS:					
(a) Comb binding. Price includes punching and binding with suitable plastic combs. Cost per 100 books.....	4	200.00	800.00	120.00	480.00
(b) Spiral binding. Price includes punching and binding with suitable plastic spiral. Cost per 100 books.....	4	225.00	900.00	140.00	560.00
(c) Thermal tape binding, cost per 100 books.....	4	300.00	1200.00	200.00	800.00
(d) Saddle stitched. Price includes folding, wire stitching in two places and trimming three sides. Cost per 100 books....	8	150.00	1200.00	30.00	240.00
(e) Drilling up to 5 holes per 100 sheets.....	640	50.00	32000.00	0.30	192.00
(f) Padding leaves into pads, stacking, gumming, backing with a chipboard backing and slicing apart, up to 100 leaves per pad. Cost per 100 pads.....	4	38.50	154.00	35.00	140.00
(g) Collating leaves of mixed items, cost per 100 leaves.....	640	16.50	10560.00	15.00	9600.00
(h) Applying a closure tab to printed items. Cost per 100 tabs.....	4	10.00	40.00	10.00	40.00
(i) Inserting material into furnished envelopes. Cost per 100 leaves.....	8	10.00	80.00	10.00	80.00
(j) Applying mailing labels and/or mailing list sheets. Cost per 100 labels.....	8	10.00	80.00	6.00	48.00
(k) Shrink film or paper wrap. Cost per 100 packages.....	16	40.00	640.00	40.00	640.00

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		UNIT RATE	COST	UNIT RATE	COST
(l) Inserting text pages, foldins, and etc, onto the rings of a 3 ring binder. Cost per binder.....	640	3.00	1920.00	2.50	1600.00
(m) Lamination, per square foot.....	4	3.00	12.00	2.00	8.00
(n) Folding up to 3 parallel folds. Price per 100 completed folded sheets.....	8	4.00	32.00	3.00	24.00
(o) Computer time work on electronic camera copy corrections, per hour.....	4	80.00	320.00	70.00	280.00
(p) Perfect binding. Cost to include collating, perfect binding, trimming three sides. Cost per book.....	400	3.50	1400.00	3.00	1200.00
(q) Cardboard disc sleeves with a un-gummed flap, suitable for CD and DVD standard discs, cost per sleeve.....	800	1.50	1200.00	1.00	800.00
(r) Perforating up to 3 lines per sheet of 8-1/2 x 11"					
1) Makeready.....	1	35.00	35.00	35.00	35.00
2) Run per 100 perfs.....	4	10.00	40.00	8.00	32.00
(s) Sequential numbering					
1) Makeready.....	1	35.00	35.00	25.00	25.00
2) Run per 100 numbers.....	4	12.50	50.00	4.00	16.00
(t) Standard clear plastic slim style jewel cases for CD and/or DVD. Cost per jewel case.....	400	1.75	700.00	1.10	440.00
CONTRACTOR TOTALS			\$172,047.51		\$114,875.45
DISCOUNT		NET	\$ -	NET	\$ -
DISCOUNTED TOTALS		30 days	\$172,047.51	30 days	\$114,875.45

AWARDED

Reviewed by: _____

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Color and Black Copying

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

U.S. Department of Agriculture
U.S. Forest Service
Juneau, Alaska

(and various other Government agencies and departments)

Single Award

The term of this contract is for the period

beginning October 1, 2016, and end September 30, 2017

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on September 15, 2016

RESTRICTED AREA: The manufacturing of these products are restricted to a 20 mile radius of Juneau, Alaska.

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: 2085-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 2085-S.
The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. # 3, or email fbuchko@gpo.gov, other questions should be directed to the contract administrator, Lautret Moore, Ext. # 2, or e-mail lmoore@gpo.gov Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



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

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

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

Product Quality Levels:

- (a) Printing Attributes -- Level 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	Camera Copy and/or digital files
P-8 Halftone Match (Single and Double Impression)	Camera Copy and/or digital files
P-9 Solid and Screen Tint Color Match	Furnished Sample

SUBCONTRACTING: The predominant production function is copying/duplicating.

OPTION EXTENSION OF 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 no 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 extension 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.

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from October 1, 2016 through September 30, 2017, plus for such additional periods as the contract is extended. 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. A print order shall be "issued" for purposes of this contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of flat forms and books requiring such operations as gray-scale, color copying, scanning to CD or DVD, binding, packing, labeling, and delivery.

TITLE: Color and Black Copying

FREQUENCY OF ORDERS: It is anticipated that there will be an average of 12 orders per year.

Approximately 2 orders will have 12 over-sized drawings to be copied in gray-scale with an average size of 4 square feet. Most of the over-sized copying will be engineering drawings. Fractional parts of one square foot will be rounded up to the next whole square foot.

Some orders will require copying of CD or DVD discs.

Approximately 2 orders will require scanning text pages and/or drawings to CD or DVD.

QUANTITY: From 1 to 2500 copies with an average of 400 copies per order.

Tabbed dividers are 8-1/2 x 11" with a 1/2" tab, making an overall trim of 9 x 11"; 1/5th cut, non-mylared. Stock will be White Index 90 lbs (Basis Size 25-1/2 x 30-1/2"). Approximately 5 orders will require an average of 6 tabbed dividers per copy.

NUMBER OF PAGES: The average page count is 64 pages with approximately 90 percent in Format "A" and 10% in Format "B".

TRIM SIZE:

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

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

CD or DVD disc: 4.72" in diameter.

GOVERNMENT TO FURNISH:

Camera copy consisting of line art and photographs.

Electronic media on Thumb Drives, DVDs, and CDs, both IBM and/or Macintosh compatible. Software on the above discs could include but not limited to: CorelDraw, PhotoShop, PageMaker, InDesign, Quark XPress, Freehand, Suitcase, PDF files, Microsoft Office suite of products, Illustrator and PostScript files. Software will be in a variety of versions. Printer fonts will be provided on the disc. Software will be in a variety of versions. The contractor must have the current versions and up-grade as they become available.

CD's to be copied.

DVD's to be copied.

Pressure-sensitive mailing labels, in ZIP Code order, furnished various quantities to a sheet; and mailing lists on 8-1/2 x 11" sheets that must be duplicated and attached when ordered.

Envelopes -- #10 (4-1/8 x 9-1/2"), 9-1/2 x 12-1/2" or 11 x 13".

Binders – 3-ring

Print orders.

GPO Form 905 for shipping container labels.

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.

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

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

COMPUTER TIME WORK: Will consist of minor repairs and/or corrections required by the ordering agency on electronic camera copy. Time work will be rounded up to closest 15-minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for repairs or corrections, allowing the agency the opportunity to correct and/or provide corrected files.**

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

When required, upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

FILMS: Are not required.

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

The contractor has the option to use printing duplicators, offset printing or digital printing equipment in the production of the items ordered under this contract, as long as the desired quality level is maintained.

Approximately 60% will be black copying, and balance will be color copying.

Tabbed dividers will require copying one side only.

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.

MARGINS: Adequate gripper margins.

SCANNING: Auto-Feed: All pages to be scanned must be an "auto-feed" grade sheet, which means the sheets will run successfully through a feeding-chute.

Scanning will require second-pass verification, and is defined as a visual comparison to verify that 100% of the pages/documents were captured in copying/scanning. CD disc production will require that the contractor check each disc to insure proper file naming, file structure and placement.

All scanned images must have a minimum of 300-dpi resolution. Scanned image will be produced as either TIFFs, JPEGs or PDF files. All blank scanned pages will be removed prior to burning CD/DVD. When required, images burned to disc(s) must be indexed with a computer generated non-repeating sequential number, or non-repeating sequential alpha-numeric. An image management system will be required on all discs produced.

IMAGE MANAGEMENT SYSTEM: A load-file created with data-normalization using the agencies parameters of tables, keys, relationships; and a standard image viewing system (the viewer) must be installed on each disc. The viewer must indicate document boundaries and be compatible with IBM or Macintosh platforms.

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

DISC MANUFACTURING: CD-ROM and DVD-ROM discs produced under this contract shall be in conformance with standards set by the International Standards Organization (ISO). Disc are 120mm (4.72") in diameter, single sided with a highly reflective metal layer sealed with a protective lacquer. There is no printing on the disc(s).

The contractor will insert each disc into disc sleeve or slim style jewel case as indicated on the Print Order.

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



STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March, 2011.
http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color specified.

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

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

White and Colored Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

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

White High Quality Xerographic Copier, Laser Printer, basis weight: 24 lbs and 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code 061.

White No. 1 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

White Matte Coated Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

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

White and Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White Matte Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code A240.

Clear plastic sheeting, approximately 0.010" to 0.015" thick, no printing will be required.

White or Colored Uncoated/Coated Label, basis size 25 x 38", 55-60 lbs. per 500 sheets. Label stock will have either permanent or removable adhesive backing as specified on print order, mounted on a suitable liner with any easy removal feature.

Rite in the Rain White Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22".

Rite in the Rain White Ledger, basis weight: 32 lbs. per 500 sheets, 17 x 22".

BINDING: The finished binding trim size will be up to and including 8-1/2 x 11". Bind as indicated on the print order. Various binding styles will be ordered as follows:

Loose-leaf: Collate, trim four sides; stitch with one stitch in the upper left corner or one to three side stitches. Separate two-piece covers will be required on some orders.

Comb binding: Approximately 1 order will collate, punch and insert a suitable capacity plastic comb with or without a two piece cover.

Spiral binding: Approximately 1 order will collate, punch and insert a suitable plastic capacity spirals with or without a two piece cover.

Thermal adhesive tape binding: Approximately 1 order will Collate, and tape bind with or without a two piece cover.

Saddle Stitched binding: : Approximately 2 orders will collate with or without separate one-piece cover, fold, stitch with two wire stitches and trim three sides.

Drilling: Approximately 5 orders will drill three to five 1/4" or 3/8" diameter holes when indicated on print order.

Padding: Approximately 1 order will pad forms as indicated on the Print Order, with 0.020" thick chipboard, newsboard, or equal, for back. Gum or any suitable compound may be used. Pads up to 100 leaves per pad.

Folding: Approximately 2 orders will fold up to 3 parallel folds per form. Some orders may require the books or pamphlets to be hand-folded and a closure tab applied.

Perforating: Approximately 1 order will require perforating up to three perforation lines per sheet of 8-1/2 x 11".

Numbering: Approximately 1 order will require sequential numbering and crash numbering 3/16" to 1/4" high in red or black ink.

Perfect binding: Approximately 1 order will collate, perfect bind with a wrap around cover, and trim three sides.

Approximately 2 orders will insert into furnished 4-1/8 x 9-1/2" (#10) regular envelopes; or inserting 8-1/2 x 11" products into furnished 9-1/2 X 12-1/2" envelopes. These items would also require affixing furnished labels, and sealing the envelopes.

Approximately 5 orders will collate material for book binding, which may include front and back covers, tabbed dividers, folded inserts, and color copied text pages.

When indicated, apply mailing labels or duplicate and attach 8-1/2 x 11" mailing sheets, in place of labels.

When indicated, apply closure tabs to books or pamphlets.

Approximately 5 orders will require inserting text leaves and fold-ins into furnished 3-ring binders.

Orders may require laminating book covers or flat forms on one or two sides. Clear gloss lamination 3 mil (.003"), thick will be required. Approximately 1 order will have an average number of 4 square feet per order.

PACKING: Shrink-film or paper-wrap in suitable units when requested on print order. When indicated on print order slip-sheet colored sheets between each set.

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

LABELING AND MARKING (Package and/or Container Label): Use GPO Form 905 to mark all shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to various Federal Government agencies located in the Juneau, Alaska area.

Occasional orders may require picking up of Government furnished materials and delivery of orders in and around the Mendenhall Valley.

Deliver f.o.b. contractors city to areas outside of a 25 mile radius of Juneau, Alaska. The contractor will be reimbursed for shipments outside of a 25 mile radius of Juneau, Alaska by submitting shipping receipts with your invoice.

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

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

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).

Government furnished material must be picked up from and delivered to the ordering Department (see address under "Distribution").

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

Complete production and distribution must be made within from three to ten workdays, with the average being 4 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 AND PLACEMENT OF WORK

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)	
I.	(a)	1,659	184	
	(b)	120		
	(c)	96		
II.	(a)	1,106	123	
III.	(a)	115	13	
	(b)	96		
	(c)	800		
	(d)	400		
		(1)	(2)	
IV.	(a)	235	26	
	(b)	42	5	
	(c)	111	12	
	(d)	41	5	
	(e)	55	6	
	(f)	111	12	
	(g)	138	15	
	(h)	83	9	
	(i)	194	22	
	(j)	249	28	
	(k)	41	XXXX	
	(l)	69	XXXX	
	(m)	7	11	
	(n)	7	9	
V.	(a)	4	(m)	4
	(b)	4	(n)	8
	(c)	4	(o)	4
	(d)	8	(p)	400
	(e)	640	(q)	800
	(f)	4	(r)	(1) 1
	(g)	640	(s)	(2) 4
	(h)	4	(1)	1
	(i)	8	(2)	4
	(j)	8	(t)	400
	(k)	16		
	(l)	640		

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.

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.

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

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

I. GRAY SCALE COPYING AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary for the complete copying, loose leaf binding, and distribution of the products listed in accordance with these specifications.

	Format A (1)	Format B (2)
(a) Gray scale copying, the cost will include loose-leaf binding, cost per 100 impressions, per side.	\$ _____	\$ _____
(b) Tabbed dividers, the cost includes copying, drilling, and 90 lbs white index, Cost per 100 copies.	\$ _____.	
(c) Engineering Drawings, the cost includes copying and 20 lbs white bond. Cost per square foot, per side.	\$ _____.	

II. COLOR COPYING AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary for the complete copying, loose leaf binding, and distribution of the products listed in accordance with these specifications.

	Format A (1)	Format B (2)
(a) Color copying, the cost will include loose-leaf binding, cost per 100 impressions, per side	\$ _____	\$ _____

Initials

III. SCANNING: Gray scale scanned to TIFF, PDF, or JPEG with a minimum 300 dpi burned to CD. Cost must include scanning, computer indexing, second pass verification creating a load file and provide a viewer.

	Format A (1)	Format B (2)
(a) Auto-Feed, cost per scan.	\$ _____	\$ _____.
(b) Over-sized, cost per square foot.	\$ _____.	
(c) Copying CD's, cost per CD.	\$ _____.	
(d) Copying DVD's, cost per DVD.	\$ _____.	

IV. 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 quoted.

	Per 100 sheets	
	Format A (1)	Format B (2)
(a) White Writing (20 lb.)	\$ _____	\$ _____
(b) Colored Writing (20 lb.)	\$ _____	\$ _____
(c) White Offset Book (60 lb.)	\$ _____	\$ _____
(d) White High Quality Laser (24 lb.)	\$ _____	\$ _____
(e) White High Quality Laser (28 lb.)	\$ _____	\$ _____
(f) White No. 1 Coated Text, Gloss-Finish (80 lb.)	\$ _____	\$ _____
(g) White Matte Coated Offset Book (80 lb.)	\$ _____	\$ _____
(h) White or Colored Vellum-Finish Cover (65 lb.)	\$ _____	\$ _____
(i) White or Colored Index (110 lb.)	\$ _____	\$ _____
(j) White Matte Coated Cover (80 lb.)	\$ _____	\$ _____
(k) Clear plastic 0.010" to 0.015" thick.	\$ _____	\$XXXXXXXX
(l) White or Colored Label stock (55-60 lb.)	\$ _____	\$XXXXXXXX
(m) J.L. Darling's "Rite in the Rain" Bond (20 lb.)	\$ _____	\$ _____
(n) J.L. Darling's "Rite in the Rain" Ledger (32 lb.)	\$ _____	\$ _____

Initials

V. ADDITIONAL OPERATIONS:

- (a) Comb binding. Price includes punching and binding with suitable plastic combs. Cost per 100 books. \$ _____.
- (b) Spiral binding. Price includes punching and binding with suitable plastic spiral. Cost per 100 books. \$ _____.
- (c) Thermal tape binding, cost per 100 books. \$ _____.
- (d) Saddle stitched. Price includes folding, wire stitching in two places and trimming three sides. Cost per 100 books. \$ _____.
- (e) Drilling up to 5 holes per 100 sheets. \$ _____.
- (f) Padding leaves into pads, stacking, gumming, backing with a chipboard backing and slicing apart, up to 100 leaves per pad. Cost per 100 pads. \$ _____.
- (g) Collating leaves of mixed items, cost per 100 leaves. \$ _____.
- (h) Applying a closure tab to printed items. Cost per 100 tabs. \$ _____.
- (i) Inserting material into furnished envelopes. Cost per 100 leaves. \$ _____.
- (j) Applying mailing labels and/or mailing list sheets. Cost per 100 labels. \$ _____.
- (k) Shrink film or paper wrap. Cost per 100 packages. \$ _____.
- (l) Inserting text pages, foldins, and etc, onto the rings of a 3 ring binder. Cost per binder. \$ _____.
- (m) Lamination, per square foot. \$ _____.
- (n) Folding up to 3 parallel folds. Price per 100 completed folded sheets. \$ _____.
- (o) Computer time work on electronic camera copy corrections, per hour. \$ _____.
- (p) Perfect binding. Cost to include collating, perfect binding, trimming three sides. Cost per book. \$ _____.
- (q) Cardboard disc sleeves with a un-gummed flap, suitable for CD and DVD standard discs, cost per sleeve. \$ _____.
- (r) Perforating up to 3 lines per sheet of 8-1/2 x 11"
 - 1) Makeready \$ _____.
 - 2) Run per 100 perfs \$ _____.
- (s) Sequential numbering
 - 1) Makeready \$ _____.
 - 2) Run per 100 numbers \$ _____.
- (t) Standard clear plastic slim style jewel cases for CD and/or DVD. Cost per jewel case. \$ _____.

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

Bidder _____

City - State

By _____
Signature and title of person authorized to sign this bid

Person to be contacted

Telephone Number