

## BID INVITATION

U.S. GOVERNMENT PRINTING OFFICE  
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Miscellaneous Publications with Fold-ins

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

Document Automation & Production Service  
Robins AFB, GA

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning Date of Award and ending August 31, 2009, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 200-mile radius of Robins AFB, GA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, 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.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO DEB CHRISTMAS, (404) 605-9160, Ext. 103, OR E-MAIL [dchristmas@gpo.gov](mailto:dchristmas@gpo.gov). REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – JOY GOODEN, (404) 605-9160, Ext. 117, OR E-MAIL [jgooden@gpo.gov](mailto:jgooden@gpo.gov). NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE

on the internet (<http://winapps.access.gpo.gov/ppd/abstracts/atlanta/default.asp>)

or you may **FAX request** to (404) 605-9185/9186.

**BID OPENING:** Bids shall be publicly opened at 2 p.m., prevailing Atlanta, GA time on September 16, 2008.

***Bids must be submitted to: Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318-2542. Contractor's complete address, Program Number, and Bid Opening Date and Time should be referenced on the envelope containing the bid.*** A GPO 910 Form should be submitted with the bid.

All GPO publications referenced in these specifications (including the GPO Form 910) are available on the GPO web site (<http://www.contractorconnect.gpo.gov>).

**FAXED BIDS ARE ACCEPTABLE AND MUST BE RECEIVED COMPLETE NO LATER THAN 2:00 P.M. ET ON THE BID OPENING DAY.**

## 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 August 2002)).

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4)

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>	<u>*Alternate Standard</u>
P-7. Type Quality and Uniformity	OK'd Prior to Production Sample	Disk Output

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

**SUBCONTRACTING:** The provisions of GPO Pub. 310.2 are modified to permit subcontracting of fold-ins which exceed 40" width and/or 30" depth.

**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.

**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 60 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, Seasonally Adjusted," published monthly in the CPI Detailed Report by the 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 For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period 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.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PAYMENT:** Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401. *(NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO web site for more information.)*

**NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 11 THROUGH 13.**

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through August 31, 2009, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

**POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:**

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

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of self-covered books and pamphlets containing fold-ins requiring such operations as electronic pre-press, pre-production samples, digital imaging, binding, packing, and distribution.

**NOTE: High-resolution digital printing (computer to plate) and digital copying (toner-based directly from disk) are acceptable, provided Quality Level III is maintained. Ink jet printing is NOT acceptable.**

**TITLE:** Miscellaneous Publications with Fold-ins.

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

**FREQUENCY OF ORDERS:** Approximately 15 orders per year. **NOTE:** Orders may run concurrently – see SCHEDULE.

**QUANTITY/NUMBER OF PAGES:** Quantity will range from 5 to approximately 50 copies per order. Page count will range from approximately 12 to approximately 4,000 pages per order. Fold-ins will range from approximately 4 to approximately 1,600 fold-ins per order. The number of units per fold-in will usually range from 2 to 6 units; however, occasionally fold-ins will have measurements that are over the page-size depth, and may contain as many as 24 total units. Splicing is NOT acceptable. An 8-1/2" blank apron is required on most of the fold-ins that do not exceed 45" width, as indicated on the print order.

**NOTE:** Occasional orders will require fold-ins only.

**TRIM SIZES:** Text: 8-1/2 x 11". Fold-ins: Maximum length of fold-ins will be 51", maximum depth of fold-ins will be 34".

**GOVERNMENT TO FURNISH:** Electronic Media:

Platform: PC - Windows 2000 or XP operating system.

Storage Media: CD-ROM.

Software: Page layout accomplished in Adobe Acrobat. Files will be furnished in press-ready PDF format.

Note: Current or near current versions of the above mentioned programs will be furnished.

Fonts: All fonts will be embedded and/or embedded subset. **NOTE: In the event all fonts have not been embedded/embedded subset (a font and/or fonts are missing), the contractor is to notify GPO immediately (404-605-9160, EXT. 103 or EXT. 105).**

Colors identified as black.

Additional information: High resolution output of 1200+ dpi required.

Print orders.

Drilling and folding instructions.

AFMC Form 578 (USAF Technical Order Initial Distribution Verification).

Pre-addressed, ungummed or pressure-sensitive address labels 6-1/2 x 3", along with a Label Count Summary Sheet (Exhibit A). Labels are zip code sorted. **NOTE:** "Priority Labels" will be indicated, and **MUST** be handled as a priority.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

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

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**EXHIBITS:** Exhibit A is representative of the Label Count Summary Sheet which will be furnished with most of the orders requiring mailing under this contract. Exhibit B is a copy of the AFMC Form 578. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**ELECTRONIC PREPRESS:** Immediately upon receipt of GFM and prior to image processing, the contractor shall perform an in-depth preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. This preflight check is to include: accurate identification of all fonts used and/or missing fonts, identification of colors used within file, and any errors, media damage or data corruption that might interfere with proper file image processing. All problems must be reported to the Term Contract section, Atlanta RPPO, (404) 605-9160, ext. 103 or ext. 105.

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.

The contractor shall make all revisions to the electronic files.

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

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.

**PROOFS (PRIOR TO PRODUCTION SAMPLE):** It is anticipated that occasional orders will require the contractor to furnish a pre-production sample delivered to the ordering agency within 2 to 8 workdays (as indicated on the print order) after the pickup of Government furnished materials. All prior to production samples must be printed, collated and bound in the format of the finished product. **It is understood that the prior to production sample will match the final product.**

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

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

**NOTE: Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.**

Contractor will be paid for this requirement as an additional copy in accordance with the contract "Schedule of Prices."

**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 February 2008.

**NOTICE:** Copies of the "Government Paper Specifications Standards, No. 12," dated February 2008, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

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

White Offset Book, grammage 75 g/m<sup>2</sup> (basis weight: 50 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

Colored Writing, grammage 75 g/m<sup>2</sup> (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

**PRINTING:** Print one side only, head-to-foot, or head-to-head (as specified) in black ink. High-resolution digital printing (computer to plate) and digital copying (toner-based directly from disk) are acceptable. Inkjet printing is not acceptable.

It is anticipated that most of the fold-ins will print one side only (face only or back only, as indicated); however, face and back printing will occasionally be required.

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

**MARGINS:** Margins will be as indicated on the print order or furnished copy.

**BINDING:** Text: Trim four sides.

**Fold-ins:** It is anticipated that most of the fold-ins will insert throughout the text, and the remainder will require gathering at the back. When angle folds are required, fold-ins are to be lipped or angle cut for easy opening. Drill like text (when required).

Contractor is to shrink-film wrap each individual publication, or sections (usually 8 to 16 sections) of the publication, as indicated on the print order. If the print order requires that sections of the publication be wrapped, the contractor is to put each individual publication into its own container. (NOTE: Occasionally, due to the size of the publication, two containers may be required for one publication.)

**Drilling:** Drill three, five, or nine holes (as indicated on the print order), 1/4" or 7/16" in diameter. The size and location of the holes will be indicated on an instruction sheet furnished with the individual print order. It is anticipated that most of the publications will require five holes.

**PACKING:** Bulk Shipments: Pack in shipping containers not to exceed 40 pounds when fully packed.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

**Mailed Shipments:** Insert single or multiple copies (up to 200 leaves) into Kraft, Tyvek or equal envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags (Tyvek or equal) or wrapped in shipping bundles (maximum gross weight 14 pounds).

NOTE: All envelopes and shipping bags must be tear and weather resistant.

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

**LABELING AND MARKING:** Affix a label to each unit packaged in envelopes, cushioned shipping bags, shipping bundles and containers.

Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers. (NOTE: Due to the size of the publication, there may be times when more than one container is required for the same publication. Containers MUST clearly indicate the contents, and be marked 1 of \_\_, 2 of \_\_, etc.)

**QUALITY ASSURANCE RANDOM COPIES:** The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

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

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with voucher/invoice as evidence of mailing.

**DISTRIBUTION:** It is anticipated that approximately 25% of the orders will require a portion of the quantity to mail/ship f.o.b. contractor's city using furnished address labels, and the balance after mailing/shipping to be delivered f.o.b. destination to Robins AFB, GA, or another address in the Warner Robins/Macon, GA area.

Approximately 75% of the orders will require the entire quantity to mail/ship f.o.b. contractor's city using furnished address labels, or to deliver f.o.b. destination to Robins AFB, GA, or another address in the Warner Robins/Macon, GA area.

Complete instructions will be indicated on the print order. Occasionally pallets will be required.

NOTE: While no guarantees can be made, it is anticipated that over the term of the contract approximately 39% of the total quantity will mail/ship, and approximately 61% of the total quantity will deliver to the Warner Robins/Macon, GA area.

**Full Count:** The contractor must guarantee a full count of all shipments to the Government. Shortages occurring in any shipment may be cause for requiring the contractor to make up such shortages at no additional cost to the Government.



Mailing/shipping requirements will vary from order to order; however, based upon past performance 1 to approximately 50 labels may be furnished. Quantities per destination may vary from 1 to approximately 60 copies.

All mailing/shipping shall be made at the most economical traceable means to the Government, utilizing the most economical "priority means" when so indicated on the label. All APO and FPO addresses must be mailed via USPS.

The contractor is to apply the appropriate postage to each mailing or utilize his/her courier service(s) for shipments that are f.o.b. contractor's city. The contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) and courier shipments by submitting copies of the air bills with the billing for payment. Additionally, a copy of this USPS form/air bill (identified by Print Order No. and Program No.) must be forwarded to Ms. Pat Richcreek, DAPS, 255 Cochran St., Door C12, Robins AFB, GA 31098-1623 upon completion of the order.

Additionally, the AFMC Form 578 (USAF Technical Order Initial Distribution Verification) MUST be completed and faxed to Pat Richcreek at (478) 926-7416 IMMEDIATELY upon mailing/shipping of ALL copies..

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

Upon completion of each order, all Government furnished materials must be returned to the address listed on the print order.

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

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up from the Document Automation and Production Service, 255 Cochran St., Suite C-12, Robins AFB, GA 31098-1623. Furnished material must be delivered to the address (within the Warner Robins/Macon, GA area) indicated on the print order. **(NOTE: Material will be packed for local pick-up only, not for commercial shipment. Contractor must make arrangement for suitable shipping (including courier service packaging) if not using his/her own vehicle.)**

Orders must be completed and delivered within 6 to 35 workdays from the date furnished material and print order are available for pickup. Orders placed on the same day which are marked "concurrent" MUST be mailed/shipped at the SAME time. Government will allow a minimum of 7 workdays for concurrent orders.

The ship/deliver date indicated on the print order is the date products ordered f.o.b contractor's city must be delivered to the US Postal Service for mailing or placed with a courier service for shipping; and products ordered f.o.b. destination must be delivered to the final destination.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

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

- |      |     |         |
|------|-----|---------|
| I.   | (a) | 37,920  |
|      | (b) | 176,559 |
|      | (c) | 7,984   |
| II.  | (a) | 5,161   |
|      | (b) | 6       |
| III. | (a) | 1,960   |
|      | (b) | 5,167   |
|      | (c) | 2       |
| IV.  | 1.  | (a) 50  |
|      |     | (b) 1   |
|      | 2.  | (a) 8   |
|      |     | (b) 8   |
|      |     | (c) 8   |
|      |     | (d) 105 |

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination for quantities delivering to the Warner Robins/Macon, GA area; and f.o.b. contractor's city for all other shipments.

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) or blank spaces for an item may be declared nonresponsive.

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

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

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

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

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

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

Fold-ins - One page-size leaf will be allowed for each "fold-in unit". The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of the trim size ordered, with any fractional remainder being counted as a whole.

- (a) Text pages, black only .....per impression .....\$\_\_\_\_\_
- (b) Fold-ins printing one side only .....per fold-in unit .....\$\_\_\_\_\_
- (c) Fold-ins printing two sides .....per fold-in unit .....\$\_\_\_\_\_

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

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves required for the product(s). 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:

Text - Each page-size leaf.

Fold-ins - One page-size leaf will be allowed for each "fold-in unit".

Per 100 leaves

(a) White Offset Book (50-lb.) .....\$ \_\_\_\_\_

(b) Colored Writing (20-lb) .....\$ \_\_\_\_\_

III. ADDITIONAL OPERATIONS:

(a) Shrink-film wrap .....per wrap .....\$ \_\_\_\_\_

(b) Drilling (per run).....per 100 leaves .....\$ \_\_\_\_\_

Three holes will be the maximum for any one run. When drilling or punching pamphlets or books with fold-ins, each ply of a fold-in will be counted as a single leaf.

(c) Lipping or angle cutting (at contractor's option)  
fold-ins over page depth .....per 100 fold-ins .....\$ \_\_\_\_\_

IV. DISTRIBUTION: All prices offered must be all-inclusive, as applicable, and must include the cost of kraft, Tyvek, or equal envelopes, cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

1. Bulk shipments:

(a) Packing and sealing shipping containers (up to approximately 40 lbs. capacity).....each container .....\$ \_\_\_\_\_

(b) Palletizing .....per pallet.....\$ \_\_\_\_\_

2. Mailing, includes affixing labels and delivery to a post office:

(a) Single or multiple copies in kraft envelope (up to 200 leaves) .....per envelope .....\$ \_\_\_\_\_

(b) Single or multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 lbs.) .....per bag or bundle .....\$ \_\_\_\_\_

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

- (c) Quantities over 12 lbs., up to 24 lbs., wrapped in shipping bundles, or packed in shipping containers, at contractor's option (maximum gross weight 27 lbs.).....per bundle or container .....\$\_\_\_\_\_
- (d) Quantities over 24 lbs., up to 36 lbs., packed in shipping containers (maximum gross weight 40 lbs.).....per container.....\$\_\_\_\_\_

ASSUMED AREA OF PRODUCTION: My production facilities are located within the assumed area of production. Yes\_\_\_\_\_ No\_\_\_\_\_.

Bidders whose answer to the above is NO should furnish the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material -

\_\_\_\_\_

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

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

2. Proposed carrier(s) for delivery of completed product -

\_\_\_\_\_

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

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

**BIDDERS NAME AND SIGNATURE:** Fill out and return a copy of all pages in "Section 4.- Schedule of Prices", initialing or signing each in the space provided and attach to two copies of GPO Form 910, "Bid." 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)

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

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

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

**EXHIBIT A**

Prime Technical  
 Order Warehouse  
 System

**Label Count Summary Report  
 per ID Deck**

Date: 9/20/02

Technical Order Number	T.O. Type	T.O. Date	Classification	Requisition Number	Order
1C-5A-2-12JG-9-1	RE	7/1/02	UNCLASSIFIED	22630016L	
Package Content (Unit Size)	Mailing Addresses (Number of Labels per Unit Size)			Multiple	
1	21			21	
2	4			8	
5	1			5	
6	1			6	
10	1			10	
17	1			17	
22	1			22	
23	1			23	
37	1			37	
51	1			51	

Total Packages: 33      Total TOs: 200

# EXHIBIT B

USAF TECHNICAL ORDER INITIAL DISTRIBUTION VERIFICATION			
<b>NOTE TO DISTRIBUTION ACTIVITY:</b> Complete and forward this form to the Technical Order Distribution Control Activity (TODCA) listed on the reverse side. This is to certify distribution has been accomplished as directed by the prime TODCA.			
<b>TYPE</b> <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> SUPPLEMENT			
TECHNICAL ORDER NUMBER 8R3-44-3		TECHNICAL ORDER DATE 31-AUG-02	
DATE INITIAL DISTRIBUTION COMPLETED		QUANTITY ID SHIPPED	NUMBER OF LABELS
AF CONTRACT NUMBER	ACO	DATE BACK-UP STOCK SHIPPED	QUANTITY
<b>METHOD OF SHIPMENT</b> <input type="checkbox"/> OTHER <input type="checkbox"/> PARCEL POST		GOVERNMENT BILL OF LADING NUMBER	
CARRIER			
SIGNATURE / TITLE			DATE
ADDRESS			

AFMC FORM 578, JUL 92

REPLACES AFLC FORM 578, FEB 89 WHICH IS OBSOLETE