

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Federal Career Certificates

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

Office of Personnel Management

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2008, and ending September 30, 2009, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on September 16, 2008.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, STOP: PPSB, 36 H Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number 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.

THIS IS A NEW CONTRACT. THERE IS NO ABSTRACT AVAILABLE.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of the specifications before bidding. Special attention is directed to the following items which differ significantly from the previous contract:

Section 2 – Trim Size – "Note" (*Specified on page 4 of 12*).

Section 3. – Determination of Award (*Specified on page 10 of 12*).

Section 4 – Schedule of Prices, Items I., II., and III. (*Specified on pages 11 and 12 of 12*).

For information of a technical nature call Karen Johnson (202) 512-1239. (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 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 (Rev. 8-02)).

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

Product Quality Levels:

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

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>
P-7. Type Quality and Uniformity	Proofs/Average type dimension/ Electronic media/Negatives
P-9. Solid and Screen Tint Color Match	Proofs/Pantone Matching System

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 five (5) 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 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 beginning of the contract to September 30, 2009, 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, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility 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 the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2008 through September 30, 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

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 11 different certificates requiring such operations as prepress, printing, binding, stamping/embossing, packing, and distribution.

TITLE: Federal Career Certificates.

FREQUENCY OF ORDERS: Approximately 4 to 7 orders per year.

Note: One order may be placed for the creation of dies only.

QUANTITY: Approximately 400 to 30,000 copies per certificate per order.

NUMBER OF PAGES: Face only.

TRIM SIZE: 8 x 10"; 8-1/2 x 11".

Note: Up to 11 different certificates will be ordered in both trim sizes. Both trim sizes for each of the different certificates will be ordered on the same print order.

GOVERNMENT TO FURNISH: Electronic media and/or negatives will be furnished for the text and screened area and/or the seal. Furnished materials will be furnished at the beginning of the contract. Contractor is to hold for use throughout the term of the contract.

When furnished, the electronic media will be as follows:

Platform: IBM compatible using Windows XP (or latest version).

Storage Media: CD-R.

Files will be furnished in native application, Postscript and/or PDF format.

Software: Adobe InDesign CS2; Adobe Illustrator CS2; Adobe Acrobat CS2.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished or embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Visuals will be furnished.
Color identification system used is Pantone Matching System.

Eleven brass dies with plastic counters (one for each type of certificate) for the stamping/embossing will be furnished at the beginning of the contract. Contractor is to hold for use throughout the term of the contract.

Distribution will be furnished on a 3-1/2" disk in ASCII text file format.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on the films or in the electronic files, must not print on finished product.

EXHIBITS: The facsimiles of samples pages shown as Exhibits A through D are representative of the requirements which will be ordered under this contract. 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 in accordance with these specifications.

ELECTRONIC PREPRESS: 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.

When required by the Government, the contractor shall make minor revisions to the electronic file. It is anticipated that the Government will make all major revisions.

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

Upon completion of the contract, 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. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

PROOFS:

PROOFS WILL BE REQUIRED ON THE FIRST ORDER AND ANY ORDER THAT REQUIRES A COPY CHANGE AND/OR CREATION OF A NEW DIE.

Two (2) sets of die-strike samples of each of the 11 different seals.

Two (2) sets of digital color content proofs for each of the 11 different certificates in both trim sizes. At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

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 “O.K. to Print.”

PRIOR TO PRODUCTION SAMPLES:

SAMPLES WILL BE REQUIRED ON THE FIRST ORDER AND ANY ORDER THAT REQUIRES A COPY CHANGE AND/OR CREATION OF A NEW DIE.

Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 2 printed and stamped/embossed samples for each type of certificate in both trim sizes (total of 44 samples) to the U.S. Office of Personnel Management, Attn: Lisa Adgerson, Room B457, 1900 E Street, NW, Washington, DC 20415. All samples will be tested for conformance of material(s) and/or for construction. The container and accompanying documentation shall be marked “PREPRODUCTION SAMPLES” and shall include the GPO jacket, purchase order, and program numbers.

Option Years: For each option year that may be exercised, the Government may require Prior to Production samples. The requirements for these samples (as stated above) will remain the same for each year exercised. The Government reserves the right to waive the Prior to Production samples.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Contractor must submit the prior to production samples (with the electronic media, when furnished) within three (3) workdays of receipt of "O.K. to print" on proofs.

The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

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 1, 2008.

A copy of the "Government Paper Specification Standards" is available at:
http://www.gpo.gov/acquisition/paperspecs_vol12.htm.

Cream White 100% Artificial Parchment, basis weight: 47 lbs. per 500 sheets, 17 x 22", equal to JCP Code H20.

PRINTING: Certificates print face only in one color. Printing consists of text and line matter, and screened area. Screened area is in center of seal on all certificate types except for the retirement certificate. The retirement certificate does not have a screen area in the center of the seal. (See Exhibits A through D.)

Match Pantone number as indicated on the print order.

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

BINDING: Trim four sides.

STAMPING/EMBOSSING: When required, the contractor is to create stamping/embossing media (brass die with plastic counters) from furnished copy (electronic file or negative).

Stamp and emboss seal in Kurz Hasting's #305 Copper Imitation Foil (or equal), #100 Silver Imitation Foil (or equal), or #404 Gold Imitation Foil (or equal), as specified.

The certificates for the 5, 10, and 15 years of service have a bronze (copper) seal. The certificates for 20 and 25 years of service have a silver seal. The certificates for 30, 35, 40, 45, and 50 years of service have a gold seal. The retirement certificates have a gold seal without the screened area in the center.

Approximate stamping/embossing area is 3-3/8" in diameter.

Stamping must have solid impressions; no picking, pinholes, or filled letters.

PACKING: For certificates for 5 to 30 years of service, shrink-film wrap in units of 50 certificates. For certificates for 35 to 50 years of service and retirement certificates, shrink-film wrap, when ordered, in units as specified.

Bulk Shipments –

Pack suitable in shipping containers not to exceed 45 pounds when fully packed. Containers must be clearly marked as to contents.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery or shipment.

Mailed Shipments –

Insert single and multiple copies (up to 200 leaves) into kraft envelopes.

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

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:

Bulk Shipments – Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Mailed Shipments – Create and affix a label, or image directly onto, each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles and shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity</u> <u>Ordered</u>	<u>Certificates</u>	<u>Number of</u> <u>Sublots</u>
500	- 3,200	50
3,201	- 10,000	80
10,001	- 35,000	125
35,001	and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Office of Personnel Management, Room B457, 1900 E Street, NW, Washington, DC 20415.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the voucher sent to U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), 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 billing as evidence of mailing.

DISTRIBUTION: Ship/mail f.o.b. contractor's city to both domestic addresses (nationwide including Alaska, Hawaii and the American Territories) and foreign addresses. (All shipping/ mailing is reimbursable.)

Complete addresses and quantities will be furnished with the print orders.

Shipments are to be made by reimbursable parcel post or small package carrier, whichever method is most economical to the Government, unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

If mailed, mailing shall be made at the most economical rate to the Government (reimbursable). The contractor is required to apply the appropriate postage to each mailing. The contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the invoice for mailing.

If shipped, shipments are to be made by reimbursable small package carrier. All shipments must be made by traceable means with inside delivery. A signed receipt is required. The contractor will be reimbursed for all shipping costs by submitting the shipping receipts with the invoice for billing.

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, 10 sample copies of each type of certificate ordered must be returned to: U.S. Office of Personnel Management, Attn: S. Sewell, Room B457, 1900 E Street, NW, Washington, DC 20415. Inside delivery required.

Upon completion of the contract, all furnished materials, all furnished dies and all dies made by the contractor must be returned to: U.S. Office of Personnel Management, Attn: S. Sewell, Room B457, 1900 E Street, NW, Washington, DC 20415. Inside delivery required.

All expenses incidental to picking up and returning materials, submitting proofs and prior to production samples, 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).

Print order and furnished materials must be picked up from: U.S. Government Printing Office, AST 5, 732 North Capitol Street, NW, Washington, DC 20401. (Telephone: (202) 512-1239)

When required, proofs must be delivered to and picked up from: U.S. Office of Personnel Management, Attn: Lisa Adgerson, Room B457, 1900 E Street, NW, Washington, DC 20415. (Telephone: (202) 606-1844)

When furnished, the electronic media must be returned with proofs.

No definite schedule for pickup of material can be predetermined at this time.

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

Contractor must complete production and distribution within 20 workdays.

No specific date is set for submission of proofs. When required, proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than three (3) workdays from their receipt at the Department until they are made available for pickup. (Note: The first workday after receipt of proofs at the Department is day one (1) of the hold time.)

When required, contractor must submit prior to production samples within three (3) workdays of receipt of "O.K. to print" on proofs.

The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.

All proof/prior to production samples and transit time is included in the 20-workday schedule.

NOTE: When proofs and prior to production samples are not required, the contractor must complete production and distribution within 20 workdays of receipt of notification of the availability of print order and furnished material.

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 post office or small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment or delivery. Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

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 (1) 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) 5
- (b) 6
- (c) 88
- (d) 44
- (e) 88

- II. (a) (1) 44 (2) 504
- (b) 44 548

- III. (a) 16,000
- (b) 11

- IV. 1. 702
- 2.(a) 64
- (b) 84
- (c) 22
- (d) 34

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city.

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) 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 invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

I. PREPRESS:

- (a) Trim/Page-size unit produced from furnished negatives.....per certificate\$_____
- (b) Trim/Page-size unit produced from electronic file.....per certificate\$_____
- (c) Color content proofs.....per certificate\$_____
- (d) Die-strike samplesper seal\$_____
- (e) Prior to Production samples.....per certificate\$_____

II. PRINTING, BINDING, STAMPING AND EMBOSSING: Prices offered shall include the cost of all required materials and operations (including paper) necessary for the complete printing, binding, stamping and embossing of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Certificates (8 x 10”)..... per certificate..... \$_____		\$_____
(b) Certificates (8-1/2 x 11”)..... per certificate..... \$_____		\$_____

(Initials)

III. ADDITIONAL OPERATIONS:

- (a) Shrink-film wrapping per package\$ _____
- (b) Manufacture of brass dies.....per die\$ _____

IV. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; envelopes, shipping bags and bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; and complete distribution, in accordance with these specifications.

1. Bulk shipments –

Packing and sealing shipping containers..... per container\$ _____

2. Mailed Shipments –

(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 pounds, in cushioned shipping bags
or wrapped in shipping bundles (maximum
gross weight 14 pounds) per bag or bundle\$ _____

(c) Quantities over 12 pounds, up to 24 pounds,
wrapped in shipping bundles or packed in
shipping containers, at contractor’s option
(maximum gross weight 27 pounds)..... per bundle or container\$ _____

(d) Quantities over 12 pounds, up to 36 pounds,
packed in shipping containers (maximum gross
weight 40 pounds)..... per container\$ _____

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)

EXHIBIT A
(Bronze (Copper) Seal)



This certificate is
awarded to

in recognition of Five Years
of service in the
Government of the
United States of America.

**EXHIBIT B
(Silver Seal)**



This certificate is
awarded to

in recognition of Twenty Years
of service in the
Government of the
United States of America.

**EXHIBIT C
(Gold Seal)**



**This certificate is
awarded to**

**in recognition of Thirty Years
of service in the
Government of the
United States of America.**

EXHIBIT D
(Gold Seal – No Screen)



This certificate is
presented to

upon your retirement from the
Government of the
United States of America
following _____ Years
of loyal service
