

BID OPENING: December 2 2008

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL MOE JALLOH. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0319. NO COLLECT CALLS.

### FACSIMILE DISPLAY BID SPECIFICATIONS

U.S. Government Printing Office (GPO)  
Washington, D.C.

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

**PRODUCT:** All the requirements of these specifications apply equally to all items unless otherwise indicated.

Contractor to assemble 38,000 sets - 28,000 sets consisting of (4) and 10,000 sets consisting of (3) items, plus 200-book shrink-wrapped in units of 10's and 50 un-laminated posters as follows:

- Item 1: Outer mailing box (items 2 thru 4 to be placed into this box).
- Item 2: Poster carrier inner portfolio box (items 3 and 4 to be placed into this box)
- Item 3: Teachers guidebook containing 126 text pages with wire-o bind
- Item 4: Posters (20 different two sided posters to be laminated and drilled)

#### **TITLE: Picturing America**

#### **QUANTITY:**

- Item 1: - 38,000 Outer Mailing Box
- Item 2: - 38,000 Poster Carrier Portfolio Inner Box
- Item 3: - 28,200 Teachers Guidebook, (NOTE: 10,000 sets are not to have this item and 200 to be shrink-wrapped in 10's)
- Item 4: - 38,050 Poster sets (20 two sided different posters per set), 50 sets of posters must not be laminated

Picturing America items are as follows:

#### **Item 1: Outer Mailing Box:**

See previously printed sample/display (for dimensions and construction)

Quantity: 38,000

Paper Stock: Brown Stock B flute Corrugated Kraft 2-sides.

Print both sides in two-pantone colors (PMS 201 red and PMS Warm Grey 9) line and type matter.

Paper Stock: Brown Stock-B flute Corrugated Kraft 2-sides.

Outer box measuring approx. 41-5/8 x 30-9/16 x 2-9/16 (See previous sample/display)

#### **Item 2: Poster Carrier Portfolio Inner Box:**

See previous samples with velcro (inner box) and (protective cardboard or honeycomb/book holder) for dimensions and construction

Quantity: 38,000

Paper Stock: Stock-B Flute Corrugated bleached white on both sides

Print both sides in two pantone colors PMS 201 red and PMS Warm Grey 9) line and type matter.

Box prints both sides, prints two pantone colors (NEH logo and Picturing America word mark)

Inner portfolio measuring approx. 57-2/3 x 36-5/8" fold to 24-1/2 x 1-1/4 (bottom spin/gutter) x 36-5/8", with a die cut handle measuring 3-1/3" and positioned 1-1/2" from the top (See previous printed sample/display).

Reinforce the handle with a double corrugated cardboard to prevent tearing and busting when lifted.

Book holder card board: Use either two sheets of thick card board or honeycomb board measuring approx. 24 x 36-3/4"

approx. 3/4" thick, cut a 10- 1/8 x 13-1/8" window at the bottom to hold and protect the book from sliding (see previous printed sample/display).

Protective Inner Cardboard: A sheet of 1/2 in. thick form core board measuring approx. 36 1/2 in. x 3 in. goes on top of the posters to keep the posters from sliding (See previous printed sample/display)

The inner carrier must be able to hold approximately 30 lbs without tearing or busting

### **Item 3: Teachers Guidebook:**

Size: 10 x 13"

Quantity – 28,200 Teachers Guidebook, (NOTE: 10,000 sets are not to have this item and 200 of these books are to be shrink-wrapped in 10's)

Pages: 126 plus Paper Cover

Text pages print face and back, all text pages print 4-color process and 2 pantone colors (PMS warm gray 9, PMS 283 blue, and) process illustrations and images, photos, tints/solids, with bleeds.

All covers print 4-color process and 2 pantone colors (PMS 9160 and PMS 283) process illustrations and images, photos, tints/solids, with bleeds.

All black and white images to print as duotone K and 9 warm grey

After printing text pages, apply a non-yellowing spot gloss varnish to the images/photos/silhouettes to prevent smearing and scratching. **Note: Varnish must be dry trap.**

After printing, laminate covers 1 and 4 with a clear, non-yellowing polyester, 5 ml glossy on each sides. Laminated product must have no distortion of printed matter and must remain clear and legible. Lamination must extend to 1/8" on all three (3) sides.

**NOTE:** Aqueous coating is not acceptable for text pages or covers.

Paper Stock: Cover 130# Chorus Art Silk and Text: 63# cover, Chorus Art Silk or equal. This paper/stock is manufactured by Burgo North America.

Binding: semi-concealed Wire-o: pewter (color), double loop (style), 5/8th inch size.

### **Item 4: Posters**

Size: 24 x 36 inches

Quantity: 38,050 sets (20 two sided posters), 50 sets of posters must not be laminated.

Paper Stock: JCP Code\* L12, No. 2 Coated Cover, Gloss-Finish, White, Basis Size 20 X 26" Basis Weight 100 lbs.

Poster prints face and back, prints 4-color process and 2 pantone colors process illustrations and images, photos, tints/solids, and type and line with bleeds. All black and white images to print duotone black and 9 warm grey.

Art to be used approximately 22 X 34" existing scans/digital files provided in digital format cmyk.

After printing, laminate 38,000 sets ONLY, 50 sets must not be laminated.

Laminate the entire face and back of 38,000 sets with a clear non-yellowing polyester, 10 ml glossy. Laminated product must have no distortion of printed matter and must remain clear and legible. Lamination must extend 1/4" beyond the edge of form on all sides.

Drill 4 holes, one in each of the four corners of each poster, 1/8" hole placed 3/4" in from both edges

### **GOVERNMENT TO FURNISH:**

**MATERIALS AS DISPLAYED:** The materials to be furnished by the government Printing Office shall be examined in the Bid Room, at the U.S. Government Printing Office, North Capitol & H Streets, NW, Room C-161, Washington, DC 20401, between the hours of 8:00 a.m. and 3:00 p.m., local time, on any workday prior to the day of bid opening.

Examination of the materials by the bidder is an integral part of these specifications. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine and thoroughly understand the nature and extent of the work to be performed.

Previous printed sample to be used as a general guide or for visual purposes only.

After award- four (4) CD-ROMs (for printing) generated on a MAC system version G510.4, ISO compliant using Quark XPress 7.0, Adobe Illustrator CS and Adobe Photoshop CS, files supplied in native format, Fonts are furnished, bleeds supplied on files, all graphics linked properly (avoid cutting & pasting; Color Identification: CMYK (Four Color Process) and Pantone.

Printed mailing labels with the delivery addresses will be provided for the packages after award.

GPO Form 952 containing disk information, one GPO Form 892 proof label, one GPO Form 2678 and Form 917 blue label and certificate of selection, one GPO Form 905 with labeling and marking specifications.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

The contractor shall make all revisions to the electronic files. Prior to making revisions, 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.

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.

**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.

**PROOFS:**

One set of digital color content proofs for the Teachers Guide Item 3. At contractor's option, a film based composite blueline may be submitted, provided direct to plate is used to produce the final product. 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.

---PLUS---

Sets of digital one-piece composite laminated color proofs for each item (see proof breakdown below\*), on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Pantone colors may be substituted with a similar color but may not be built out of the four process colors.

Contractor to submit ink draw downs on actual production stock of Pantone colors used in job.

**\*Proof Breakdown**

1 outer mailing box proof (constructed and printed)

1 poster carrier portfolio inner box proof (constructed and printed)

2 sets of proofs for the book plus 1 complete set of proofs collated, trimmed, laminated, and bound with wire-o binding which is to be used to produce this job/book.

1 proof of all posters (Poster proofs must be as single sided sheets, not double sided as in the final printing).

**NOTE:**

Contractor to determine the capacity size of the wire-o and the government **MUST** approve prior to bind.

Send proofs for each item as specified above together with the furnished media directly to: U.S. Government Printing Office, Contract Management Division, 27 G Street NW., STOP PPSC (Rm. C811), Washington, DC 20401. Attn: Contract Compliance Section.

NOTE: Contractor to send proofs by a traceable means and a signed delivery receipt is required.

Furnished proof label must be filled in by the contractor and used on all proof packages.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

Proofs will be withheld not more than 7 workdays from receipt in GPO until contractor is notified to pick them up.

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

**Contractor to submit 41 PDFs files on CD/DVD:**

One (1) for the entire Teachers Resource Book as printed

Forty (40) for the 40 individual chapters in the book

The CD/DVD must be 508 compliant

Send a check disc to: David Skinner/Maria Biernik (202)606-8465, NEH 1100 Pennsylvania Ave, Washington, DC 20506, room 408. Inside delivery required. prior to producing the CD/DVD. Contractor must get an OK print.

**CONTRACTOR'S PROJECT PLAN:**

Contractor shall submit **three (3) bound copies** of this Project Plan to United States Government Printing Office, Agency Publishing Services, Team 1, Attn: Moe Jalloh, Stop: CSAPS, Rm. C838, 732 North Capitol Street, NW, Washington, DC 20401, (202) 512-0455 and **three (3) bound copies** of this Project Plan to the National Endowment of the Humanities (NEH), Attn: David Skinner/Maria Biernik (202)606-8465, NEH 1100 Pennsylvania Ave, Washington, DC 20506, room 408 . Inside delivery required. At least four (4) business days prior to post award. The proposed plans are subject to Government approval.

Once submitted, no changes to these plans may be made without written approval from GPO.

The Contractor must present a detailed Project Plan that will include the following:

**Personnel Plan:** This plan must contain the following information for the contractor's Project Manager and Alternate (Back-up) Project Manager:

- Name
- Work address
- Telephone Numbers – Office and Cellular
- Fax Number
- E-mail Address

**Production Facilities:** The following information for all contractor and subcontractor production facilities that will be used for this project shall be provided:

- Company Name
- Plant Name
- Street Address
- Name of Contact Person
- Contact Person's Telephone Numbers – Office and Cellular
- Contact Person's E-Mail Address
- Plant Manager's Name (for each shift)
- Plant Manager's Telephone Numbers – Office and Cellular
- Plant Manager's E-Mail Address

**Fulfillment/Mailing Facility if different from production facility:** The following information for all contractor and subcontractor production facilities that will be used for this project shall be provided:

- Company Name
- Plant Name
- Street Address
- Name of Contact Person
- Contact Person's Telephone Numbers – Office and Cellular
- Contact Person's E-Mail Address
- Plant Manager's Name (for each shift)
- Plant Manager's Telephone Numbers – Office and Cellular
- Plant Manager's E-Mail Address

**Production Plan:** This plan must include:

- The projected commencement dates for cover printing, text printing, posters and binding and laminating.
- The daily quantity projections for cover printing, text printing, and binding and mailing/delivery
- Contractor should state when they need the mailing labels and will be required to work with in the process.

**Quality Assurance Plan:** This plan must include the names of all quality assurance personnel and a detailed description of the number and types of inspections that will be performed as well as the records that will be maintained documenting these activities.

**Recovery of Damaged and Missing Pieces, and Sequential Numbering:** This plan must include sufficient detail to fulfill the contract requirements that there are no missing pieces. Each piece should have a unique number. An explanation of the Contractor's sequential numbering system is required to understand the required audit trail for each and every piece.

The production plan should also have an address where undelivered packages will be returned and stored until a new address is furnished to be redelivered. The contractor should provide a daily update on returned packages via email to [dskinner@neh.gov](mailto:dskinner@neh.gov) and [mbiernik@neh.gov](mailto:mbiernik@neh.gov), and cc [mjalloh@gop.gov](mailto:mjalloh@gop.gov).

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives via conference call or at the U.S. Government Printing Office, Washington, D.C., immediately after award. Contractor will be notified of the time and date.

**PRIOR TO PRODUCTION PAPER SAMPLES:** Prior to the commencement of production of the contract production quantity, the contractor shall submit to the Government, no less than 8 samples of item 3 ONLY Teacher's Guidebook (cover and text) paper to be used in the production of the contract requirements. Each sample shall be approximately 8-1/2 x 11" and must be of the kind and quality required by the specifications. Submit samples to: U.S. Government Printing Office, Customer Services Department, Agency Publishing Services AST 1, Attn: Moe Jalloh (202) 512-0455, Mail Stop CSAPS, Room C-838,

732 North Capitol Street, NW, Washington, DC 20401, Jacket 350-489. The container and accompanying documentation shall be marked PAPER SAMPLES, and shall include the GPO jacket number and purchase order number.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within five 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 the additional 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.

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.

**PRESS SHEET INSPECTION:**

Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

The contractor must notify the GPO of the date and time the press sheet inspection and binding inspection can be performed. In order for proper arrangements to be made, notification must be given at **least 5 workdays** prior to the inspection. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512-1162. Telephone calls will be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

**NOTE: THE CONTRACTOR SHOULD NOT SCHEDULE PSI ON DECEMEBER 23, 2008 Thru JANUARY 2, 2009.**

**Bi-weekly conference will be held after the PSI with the project team to discuss the status of the project.**

It is the **contractor's responsibility** to schedule all inspections with the Government, including inspections held at different plants and subcontractor's facilities. The Government will not accept inspection appointments communicated by subcontractors hired by the contractor.

It is the **contractor's responsibility** to ensure that appropriate personnel are on-site during all inspections that can make any potential corrections, adjustments and repairs, including the creation of new plates, prepress adjustments and mixing inks.

**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. 11" dated February 1999.

Item 1 and 2 - BOXES: (Outer and Inner): Stock B flute Corrugated bleached white 2 sides

Item 3- Cover 130# Chorus Art Silk and Text: 63# cover, Chorus Art Silk or equal. This paper/stock is manufactured by Burgo North America.

Item 4 - POSTER: JCP Code\* L12, No. 2 Coated Cover, Gloss-Finish, White, Basis Size 20 X 26" Basis Weight 100 lbs.

**PRINTING:**

See "Description" printing as indicated for each item.

Contractor to match the final OK'd proofs/press sheets

**MARGINS:**

Items 3 and 4 follow electronic media and items 1 and 2 follow samples for dimension.

**BINDING/CONSTRUCTION:**

See "Description", follow as indicated on furnished visuals/attachments/CD, each item.

**ASSEMBLY/PACKING SETS AS FOLLOWS:**

After printing and constructing each item as indicated, assemble sets as follows:

Poster Carrier Portfolio Inner Box (opened)

Place the posters in the poster carrier portfolio inner box (facing out)

Place the honeycomb board

Close the poster carrier portfolio

Place the book holder board with window to hold the book in place on top of the portfolio carrier

Place the Teacher's guidebook in the book window on the protective card board

Place the honeycomb strip across the top before closing – strips to keep the posters from shifting.

Place poster carrier portfolio inner box in the outer mailing box

**ASSEMBLE** 10,000 as above, BUT without Item 3 "Teachers Guide"

Affix labels (FedEx labels to be furnished after award) to approximately 27,950-boxed sets, includes the 10,000 sets without Item 3 "Teachers Guide". Contractor's responsibility to identify and keep separate sets with and without Item 3 and 50 sets of unlaminated posters without Item 3.

**Note: Contractor to pack suitably in shipping container and identify the packages/sets with and without the book and 50 sets of unlaminated posters.**

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

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

Product Quality Levels:

- (a) Printing Attributes -- Level I.
- (b) Finishing Attributes -- Level I.

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	OK Press Sheet/ OK Proofs/Electronic Media
P-9. Solid and Screen Tint Color Match	OK Press Sheet/Pantone Matching System.
P-10. Process Color Match	OK Press Sheet/OK Proofs.

**DISTRIBUTION:** Deliver f.o.b. destination and f.o.b. contractor city.

Deliver 27,500 boxes sets with to be shipped via FedEx to 27,500 individual addresses in the U.S.

**NOTE:** Contractor responsible for shipping 500 sets and cost must be included in bid quote (mailing labels will be furnished for APPROXIMATELY 27,500 addresses only).

**SHIPMENT:**

**27,500 sets with item 3 (Teacher's Guide) contractor MUST be at destination on May 15, 2008.**

Deliver 500 sets to: Service Source, ATTN: Sallie Farmer, 6295 Edsall Road Suite #175, Alexandria, VA 22312-2670, Ph: 703/ 461-6153.

**Contractor must notify Sallie Farmer 48 hours before shipment 202-606-4884/202-606-8465.**

Deliver 50 sets of the un-laminated posters and 200 books shrink-wrap in sets of 10 to plus Government furnished materials : Attn: David Skinner/Maria Biernik (202)606-8465, NEH 1100 Pennsylvania Ave, Washington, DC 20506, room 408. Inside delivery required.

**Contractor must notify NEH 48 hours before shipment 202-606-4884/202-606-8465.**

**NOTE:** All deliveries to NEH must be made at destination by 2:30 p.m. on the day required. All deliveries to NEH must be by a traceable means and a signed delivery receipt is required

Deliver one (1) set of posters with item 3 (Teacher's Guide) to: U.S. Government Printing Office, Customer Services Department, Agency Publishing Services AST 1, Attn: Moe Jalloh (202) 512-0455, Mail Stop CSAPS, Room C-838, 732 North Capitol Street, NW, Washington, DC 20401, Jacket 350-489.

**Note: The above shipments must arrive at there destinations on or May 15, 2009.**

Deliver 10,000-boxed sets without (Teacher's Guide) must be delivered first and these sets must be ready to be picked up on or before February 18, 2009. Government will provide GBL for these copies to be delivered to: HSKIMS, Attn: Mr. Ashley Howard, 1200 North Henry Street, Suite E, Alexandria, Va. 22314.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on December 4, 2008.



Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 7 workdays from receipt in the GPO until they are made available for pickup by the contractor.

To schedule press sheet and bindery inspection, call (202) 512-1162, between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, with 2 workdays notice.

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.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

	Price	Add'l 100 Assembled sets
Jacket 350-489: Per specifications.....	\$ _____	\$ _____

\_\_\_\_\_  
Authorized Representative

Fill out and return two copies of this page attached to GPO Form 910.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section, Room C-161, 36 H Street NW, Washington, D.C. 20404.  
**FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.