

U.S. GOVERNMENT PRINTING OFFICE
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Books and Pamphlets by the Printing Process

as requisitioned from the U.S. Government Printing Office (GPO) by
Various Government Departments and Agencies

Multiple Award in each of Three Categories

The term of this contract is for the period

beginning February 1, 2009 and ending January 31, 2010.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, D.C. time, on December 11, 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, D.C. 20404. 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.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, D.C.

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.

For an occasional order, the location of all production facilities used in the manufacture of the products ordered under this contract will be restricted.

For information of a technical nature call Josephine Gilmartin-Savage at (202) 512-0455 (No collect calls). E-mail jsavage@gpo.gov.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002).

“GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.”

SUBCONTRACTING: The provisions of GPO Publication 310.2 are modified to permit subcontracting of fold-ins.

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

	Approx. 64% Total <u>Orders</u>	Approx. 36% Total <u>Orders</u>
Product Quality Levels:		
(a) Printing (Page Related) Attributes	Level III	IV
(b) Finishing (Item Related) Attributes	Level III	IV

Before contractors can be offered level III work, they must be certified by the Contracting Officer. Unless otherwise indicated on the print order, product quality levels will be level IV. Note: Contractors must have the appropriate quality level rating at time of award. (Contact GPO's Quality Control for Procured Printing Section at (202) 512-0542 for quality capability assessment.) Quality levels will not be upgraded for this contract during the term of the contract.

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	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government or press sheet inspection does not apply, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Proofs, Camera copy, Government furnished negatives or transparencies, average type dimension in publication.

P-8. Proofs, Camera copy, Government furnished negatives.

P-9. Government furnished sample, Pantone Matching System colors.

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.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of January 2009, will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{---} \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid prices for Item II. "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers 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 February 1, 2009, through January 31, 2010. 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.

QUANTITIES: This contract is 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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 multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK", the low contractor and each successive low 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, except when the shipping/delivery schedule cannot be met.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of various self and separate covered books and pamphlets requiring such operations as electronic prepress, film making, printing, binding, proofing, packing, mailing, and distribution.

TITLE: Books and Pamphlets by the Printing Process.

FREQUENCY OF ORDERS:

It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract. However, based on past performance, it is anticipated that the total number of orders in each category will be as follows:

Category 1 - Quantities up to and including 1,999 copies: Approximately 200 orders.

Category 2 - Quantities of 2,000 up to and including 19,999 copies: Approximately 300 orders.

Category 3 - Quantities of 20,000 or more copies: Approximately 100 orders.

QUANTITY AND NUMBER OF PAGES:

Since the volume of work which will be procured under this contract cannot be predetermined, no guarantee can be made as to the quantity and number of pages which will be ordered. However, it is anticipated that the requirements will be as follows:

<u>Percentage of Orders</u>	<u>Number of Copies</u>	<u>Percentage of Orders</u>	<u>Number of Pages</u>
38	Under 2,000	58	8 to 96
36	2,001 - 10,000	19	97 to 200
18	10,001 - 50,000	15	201 to 400
8	Over 50,000	8	Over 400

All orders placed must be at least 8 pages.

Approximately 70 percent of the total orders will require separate paper covers.

Approximately 2 percent of the total orders will require fold-ins (usually printed one side only).

TRIM SIZES:

Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A" will include any trim size up to and including 6 x 9-1/2" (including album style).

Format "B" will include any trim size over 6 x 9-1/2" up to and including 8-1/2 x 11" (including album style).

It is anticipated that approximately 80 percent of the total orders will be for Format "B".

GOVERNMENT TO FURNISH:

Camera copy consisting of line art, previously printed line and halftone (rescreening required) material, computer generated screens (flat tones) and photoprints, some with overlays, to be reproduced at various focuses. Contractor will be required to size copy.

Film negatives and/or transparencies.

Film negatives for ISBN Bookland/EAN Bar Code and/or Price line.

Electronic Media: Approximately 40 percent of the orders.

Platform: Macintosh 8, 9, 10 x operating system, or Microsofts Windows (95, 98 or 2000, NT 4.0, ME, or XP) operating system.

Storage Media: Disks (3-1/2"), Iomega cartridges (Zip 100MB or 250MB), CD-R.

Software: Programs used on the Macintosh platform will be Adobe PageMaker, Illustrator and Photoshop, QuarkXPress, and Macromedia Freehand. Programs used with Windows platform will be Adobe PageMaker, Illustrator and Photoshop. NOTE: Files will be created in current versions or near current versions of the above mentioned programs.

Files will be furnished in both native application format and PostScript format.

Fonts: All printer and screen fonts will be furnished. An occasional order may require the contractor to furnish the required fonts. 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.

A visual of the furnished electronic files will be provided.

GPO Form 952 (Desktop Publishing - Disk Information).

Distribution List(s).

Preaddressed, gummed, ungummed and pressure-sensitive labels, 1, 3, and 4 across on marginally punched continuous sheets. Labels are ZIP code sorted.

Preaddressed and unaddressed "Postage and Fees Paid", gummed, labels of various sizes.

Electronic media for output of address labels or for printing addresses on books or pamphlets.

Camera copy for "Postage and Fees Paid" labels.

One reproduction proof, GPO Form 905 (R. 6/03) and one reproduction proof (See Attachment D) for IRS (Internal Revenue Service) with labeling and marking specifications for shipping/ mailing containers.

A supply of blue labels (GPO Form 2678) and selection certificates (GPO Form 917) for shipping Departmental Random copies.

GPO Form 892 proof label.

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, film, or electronic media, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

ELECTRONIC PREPRESS:

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 contract administrator.

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 files. 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 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.

An occasional order may require the contractor to make a PDF file of the final digital deliverable. The print order will specify the type of PDF file required (screen, print, or press optimize).

FILM:

NOTE: No charge will be allowed unless films are requested back from the Government. The contractor must make all films when requested. Films may be opaqued on either the emulsion or non-emulsion side

All halftones are to be 133-line screen or as indicated on print order.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work. An occasional order may require conversion of a transparency to a halftone negative.

PROOFS:

Proofs will be required on approximately 35 percent of the orders.

Submit proofs together with camera copy or electronic media and furnished visual when applicable, to the address stated on the print order, an occasional order will required proofs to be sent into U.S. Government Printing Office, Contract Management Division, Contract Compliance Section (PPSC), Washington, D.C. 20401. Furnished proof label must be filled in by the contractor and used on all proof packages.

When ordered –

One set of Adobe Acrobat version 7.0 PDF (version 1.4) soft proof of all text and cover pages. Proofs will be transferred to the agency via EFT. The PDF proof will be evaluated for text flow, image position and color breaks. Proofs will not be used for color match.

Composite Dylux, or similar proofs. At contractor's option, digital color content proofs 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 and trimmed and folded to the finished size of the product.

One-piece composite laminated color proofs. At contractor's option, digital one-piece composite laminated color proofs (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi may be furnished. 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.

For proofs other than digital, the contractor is cautioned that these proofs must be made from the final films (used for this printing) that are to be delivered to the Government.

Note: There may be an occasional order where digital proofs are unacceptable. This will be indicated on the print order and the contractor will be required to furnish the analog proof specified from the final films.

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."

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.

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/her opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine. The paper to be used will be indicated on each print order.

Text and Fold-ins:

White Offset Book, basis weight: 40, 50, and 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Blue, Buff, Green, Pink, Salmon and Yellow Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A63.

Newsprint, basis weight: 25 through 32 lbs. per 500 sheets, 24 x 36", equal to JCP Code A10.

White Opacified Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

White Litho (Gloss) Coated Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A170.

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White Matte Coated Offset Book, basis weight: 60 and 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

White Dull Coated Offset Book, basis weight: 60 and 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A260.

Cover:

White, Blue, Buff, Green, Pink, Salmon and Yellow Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White Litho (Gloss) Coated Cover, basis weight: 60 and 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White Matte Coated Cover, basis weight: 65 and 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L50.

White Dull Coated Cover, basis weight: 60 and 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L60.

White Vellum-Finish Cover, basis weight: 50 and 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

Colored Vellum-Finish Cover, basis weight: 50 or 65 lbs. per 500 sheets, 20 x 26" equal to JCP Code L20.
(NOTE: 50 lb. or 65 lb. may be used at the contractor's option.)

PRINTING:

The major portion of the work ordered under this contract will print in black ink. However, an occasional order may require printing in a color or colors other than, or in addition to, black, on text, covers, and/or fold-ins.

Match Pantone number as indicated on the print order.

An occasional order may require flood and/or spot coating (after printing), the surface of Cover pages 1 and 4 and/or 2 and 3 with varnish to prevent scratching or smearing as specified on the print order. An occasional order may require aqueous coating.

While it is anticipated that most of the jobs ordered under these specifications will consist of type pages and line illustrations, some jobs will also contain halftones, flat tones, reverse printing on covers and text and trapping of halftones, flat tones and ink colors. All lengthwise backstrip titles must read down, unless otherwise specified on print order.

An occasional order may require fold-ins or similar material larger than page size which will be printed on one side only or both sides. The majority of fold-ins ordered will be printed one side only. Maximum length of fold-ins (including apron) will be 45".

PRESS SHEET INSPECTION: Final makeready press sheets may 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. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002. 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 (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 3/16 x 3/16" minimum 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 across the entire press sheet.

MARGINS: Margins will be as indicated on the print order or furnished copy. Cover and text pages may bleed. When spine copy is furnished, contractor will determine spine thickness and adjust backstrip, if necessary. Type must center on width of backstrip.

BINDING: Various binding styles will be ordered in each of the formats in accordance with these specifications.

Although no guarantee can be made, it is anticipated that approximately 43 percent of the total orders placed under this contract will be for saddle-stitched products (of which approximately 5 percent will be paste or option to paste on fold), approximately 29 percent for perfect-bound products and approximately 28 percent for looseleaf (trimmed four sides or perforate-on-back-fold) products.

Each print order will contain complete binding instructions.

Saddle Stitch Products:

Saddle-wire stitch in two places and trim three sides, up to a maximum of 108 pages plus cover. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

When ordered, paste-on-fold and trim three sides in lieu of saddle stitching.

An occasional order will require perforating on the fold and saddle stitching.

Perfect-bound Products: Perfect-bind text and wraparound cover; trim three sides. Covers trim flush.

An occasional order will require hinge scoring on cover or side stitching text in two places, glue on wraparound cover and trim three sides.

Looseleaf Products:

As specified on the print order, perforate on fold, trim three sides, and side-stitch with one or two wire stitches as ordered or, perforate on fold and trim three sides (no stitching required); or trim four sides and side stitch with one or two wire stitches.

An occasional order may require that publications be kraft paper banded or shrink-film wrapped. The majority of looseleaf publications will be less than 3/4" thick with an occasional order exceeding 3/4".

One-or two-piece separate paper covers may be required.

Fold-ins: Fold-ins may require up to five folds, with the majority consisting of parallel folds only. Fold-ins will be ordered tipped-in or inserted throughout text, or gathered in sets at the end of text. Specific instructions for placement of fold-ins will be furnished with the print order.

An occasional order may require angle folds. When angle folds are required, fold-ins are to be lipped or angle cut for easy opening.

Perforating: An occasional order may require individual leaves to be perforated (slit or slot) off the fold. Perforations may be ordered horizontal or vertical, as specified on the print order.

Additional Folding: Occasionally, pasted pamphlets of 16 pages or less will require one or two additional folds down to one-half or thirds of the specified trim size.

Drilling: Approximately 30 percent of the total orders placed may require drilling up to seven round holes. The majority of these orders will be ordered with 3-hole drilling. Dimensions for drilling will be indicated on the print order.

Separator Sheets: An occasional order will require inserting separator sheets between copies or between sections, (sectioning within perfect-bound or looseleaf copies range from 1 leaf (2 pages) to a maximum of 8 leaves (16 pages) per section.

Tabs: An occasional order may require sealing with 1 or 2 tab-type seals (Seal-O-Matic or similar) to meet mailing regulations.

PACKING: The method of packing will be indicated for each individual print order.

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.

Shrink-film packaging: Shrink-film for self-mailers to conform to current standards in the DMM (Domestic Mail Manual) of the United States Postal Service.

Individual orders may require collating into sets, wrapping, shrink-film packaging, banding, tying, inserting in kraft envelopes, cushioned shipping bags, shipping bundles, packing and sealing shipping and mailing containers and packing on pallets.

Pallets will be required on ALL shipments (See GPO Contract Terms, Pub. 310.2 (Rev. 6-01). Pallets required for Carlisle Pike, Mechanicsburg, PA, not to exceed 48" in height. (See Attachments "B" and "C" for special IRS and Army palletizing).

Bulk shipments to the U.S. Army AG Publications Center, St. Louis, MO, must be palletized with the voids to the outside dimensions of the pallets. A minimum of 3/4" void must be on the outside dimensions of the pallets. (See Attachment C illustrating how these cartons are to be palletized.)

Bulk Deliveries/Shipments: Pack in shipping containers not to exceed 45 pounds when fully packed. Exception: Weight limitation of 45 pounds may be exceeded to comply with specifications when a specific quantity per shipping container or bundle is ordered.

Mailed Shipments:

Single copies, excepting those sent to foreign destinations, may be mailed as self-mailers.

Single copies sent to foreign destinations must be inserted into kraft envelopes.

Insert single or 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).

Note: A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used.

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).

Individual Mailing Containers: When indicated on the print order, an occasional order may require that books (500 pages or more) be packaged in printed individual mailing containers. NOTE: For ALL Superintendent of Document orders and/or as indicated on print order, a minimum of 3 inches wide Class 2, Type I asphaltic or Type II nonasphaltic, glass or sisal filament reinforced tape that conforms to Federal Specification PPP-T-45 must be used to seal container. Folders (containers with open corners) may not be used when the thickness of the contents exceeds 2 inches. When the thickness of the contents exceeds 2 inches, containers with closed corners such as mailers or regular slotted cartons (RSC) must be used. Containers must be packed and sealed in a manner that will insure acceptance and safe delivery by the U.S. Postal Service.

Individual mailing containers for domestic use shall have a minimum bursting strength of 200 pounds per square inch or a minimum edge crush test (ECT) 32 pounds per inch width.

Individual mailing containers for overseas use 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.

Packing List (For Department of Army Orders Only): Each shipment except envelopes/packages that are mailed, shall contain a packing list showing the following data:

- (1) Name and address of consignor;
- (2) Name and address of consignee;
- (3) Requisition, program, print order, and GPO jacket numbers.
- (4) Bill of lading number if any.
- (5) Description of the material shipped, including:
 - (a) Publication number and title, if applicable, and date;
 - (b) Quantity per container and total quantity;
 - (c) Total number of containers;
 - (d) Total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet and in the case of truckload shipments be placed near the tailgate of the trailer.

LABELING AND MARKING: Reproduce shipping/ mailing container label (GPO Form 905, Rev. 6/03) from furnished repro, fill in appropriate blanks and attach to shipping containers. For IRS (Internal Revenue Service) shipments to IRS Distribution and Processing Centers, use separate furnished repro (See Attachment D).

MARKING AND LABELING CONTENT REQUIREMENTS FOR BULK ARMY, AIR FORCE, NAVY AND MARINE CORPS OVERSEAS, APO AND/OR FPO SHIPMENTS: Labels for all bulk shipments under this contract must be completed according to the U.S. Government Bill of Lading (GBL) furnished for each shipment and the annotated distribution list which accompanies the GBL. Compliance is mandatory. Label shipments to APO or FPO addresses in accordance with DoD 5220.22-M.

Affix a label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles and containers.

An occasional order may require the output of address labels from furnished electronic media.

On some orders, the contractor may be required to print labels on a color of paper, other than white, or with a color of ink other than black, as indicated on the print order.

Bar Code Markings: Approximately 1 percent of the orders must be bar coded on shipping containers, using the Uniform Symbology Specification – Code 39 (new standard) bar code system, for non-contact reading, in accordance with ANSI/AIM BC1-1995. The bar code must be positioned in accordance with Fed. Std. 123.

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 Ordered</u>	<u>Books</u>	<u>Number of 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 (GPO Form 2678), affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list or to the largest consignment unless otherwise specified on the print order.

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 GPO, Financial Management Services, 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:

All prices bid are f.o.b. destination except for copies sent by Government Bills of Lading (GBL's), furnished "Postage and Fees Paid" labels and reimbursable parcel post which are all f.o.b. contractor's city.

All shipments to APO or FPO addresses will be shipped f.o.b. contractor's city. Government Bills of Lading will be furnished.

Submit proofs together with copy and/or electronic media to the U.S. Government Printing Office, Contract Management Division, Contract Compliance Section (PPSC), Washington, D.C. 20401 or as specified on the print order. Furnished proof label (GPO Form 892) must be filled in by the contractor and used on all proof packages delivered to GPO.

When indicated on the print order, ship one complete set of films, one sample copy, and a copy of the print order (GPO Form 2511) WITHIN 10 WORKDAYS OF THE DELIVERY/SHIP DATE to the U.S. Government Printing Office, PDPN, Washington, D.C. 20401, marked: "Films and samples, Jacket number, Reproducible Storage Section for storage".

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

The contractor is cautioned that labels containing the "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

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

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

A single shipment or several shipments totaling 120 pounds or less (750 Pounds or less for IRS Shipments) scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small package carrier, whichever method is most economical to the Government, unless otherwise instructed. The contractor will be required to ship f.o.b. destination, all shipments over 120 pounds, unless instructed that Government bills of lading will be furnished. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

In the event an advance supply of partially completed Government bills of lading are furnished, the contractor shall type in all necessary information as instructed on either GPO Form 2153 or 2344 for each shipment. Distribution of each GBL for each shipment will be as instructed on one of GPO Forms 276 through 281. GBL's furnished for one Government department or agency shall not be used for another. The contractor will be held accountable to the GPO for all furnished GBL's. All unused GBL's shall be returned to the U.S. Government Printing Office, Stop: PPST, Washington, D.C. 20401, with the original copy of GPO Form 192, within 30 days of the termination of this contract.

Shipments to the U.S. Army AG Publications Center, St. Louis, MO, must be delivered on workdays between the hours of 8:00 a.m. and 2:00 p.m., local time. If the total quantity ordered makes one truckload or less, it must be delivered as a single complete shipment.

METHOD OF SHIPMENT:

The contractor shall ship by any reasonable method to insure prompt delivery at destinations. Shipments must be made direct to the destination stated in the specifications. Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8:30 a.m. and 3:30 p.m., local time, on workdays. Shipments must be delivered as specified.

The Government may require premium methods such as Air Express, Air Freight, small parcel carrier or Express Mail. Government Bills of Lading may be furnished or the contractor may be required to prepay cost of shipping and his/her voucher for payment shall be adjusted accordingly.

All Government Furnished Material **MUST** be returned within 10 workdays after delivery of the order or as specified on the print order.

Return of Government Furnished Material:

The contractor must return all furnished material along with any negatives when required and/or digital deliverables made by the contractor and one (1) sample copy to the address indicated on the Print Order. Films, whether made by contractor or furnished by GPO, must be removed from the masks or flats and all stripping material must be cleanly removed, gathered in page sequence, and packed flat. These materials must be packaged and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

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

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

For compliance purposes, all shipments over 120 pounds shall be monitored in terms of receipt at destinations.

Furnished material and proofs must be picked up from and delivered to the U.S. Government Printing Office, 27 G Street, NW, Washington, D.C. 20401 or as indicated on the print order.

No definite schedule can be predetermined. However, furnished material for the first order will be available for pickup on approximately February 1, 2009.

No specific date is set for submission of proofs unless otherwise specified. Proofs must be submitted as soon as possible to allow for revised proofs if the contractor's errors are judged serious enough to require them. (NOTE: The first workday after receipt of proofs in the Government day one of the hold time.)

Furnished electronic media, visuals and/or camera copy must be returned with proofs.

An accelerated "A" schedule will apply to orders requiring complete production and distribution within 1 to 5 workdays. Accelerated "B" schedule will apply to orders requiring complete production and distribution within 6 to 10 workdays. When an accelerated schedule is required, it will be indicated on the print order and the contractor will be reimbursed in accordance with his/her bid for "PREMIUM PAYMENT" in the "SCHEDULE OF PRICES."

The contractor must notify the GPO of the date and time the proof, press sheet, bindery, or other inspection can be performed when indicated on print order. In order for proper arrangements to be made, notification must be given at least 3 workdays prior to the inspection unless indicated otherwise on the print order. Notify the U.S. Government Printing Office, Quality Control for Procured Printing, STOP PPSQ, Washington, D.C. 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. 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. 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).

Evidence of shipment will suffice in lieu of actual delivery receipts for purposes of billing. Adjustments will be made, as necessary, if discrepancies between shipping and delivery receipts occur.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination MUST be delivered to the destination(s) specified and products ordered for f.o.b. contractor's city MUST be delivered to the small package carrier or USPS unless indicated otherwise.

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.

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

SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

Procurement under this solicitation will be divided into three categories as follows:

Category 1: Quantities up to and including 1,999 copies.

Category 2: Quantities of 2,000 up to and including 19,999 copies.

Category 3: Quantities of 20,000 or more copies.

The Government will make multiple awards in each category since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine each bidder's price for that order.

In placing work, the Government will first communicate with the low contractor in each category to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second and so on until the job has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested delivery/ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work offered, orders will be placed by telephone or faxed and the contractor must reply within 30 minutes as to whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

Bidders shall state the location of the plant from which this product(s) will be shipped.

Transportation charges are a factor in determining offering sequence.

Travel expenses and per diem to be incurred by the Government for press sheet inspections for one person for one day will be a factor in determining offering sequence.

PREMIUM PAYMENTS:

Orders requiring a production schedule of 1 to 5 workdays will be offered and paid for at the premium rate in accordance with the contractor's offered percentage in line item VIII. (a) in the "SCHEDULE OF PRICES".

Orders requiring a production schedule of 6 to 10 workdays will be offered and paid for at the premium rate in accordance with the contractor's offered percentage in line item VIII. (b) in the "SCHEDULE OF PRICES".

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II. "PAPER", Item VI. "PACKING AND SEALING FOR DISTRIBUTION" and Item VII. "SHIPPING CHARGES AND REIMBURSABLE PARCEL POST" in the "SCHEDULE OF PRICES".

When premium payment is authorized the print order will be abstracted, and the order will be placed with the contractor whose price proves the lowest.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated to guarantee delivery and the contractor will not list such items on their voucher. An occasional order will require split delivery dates.

An additional premium payment of 5 percent will be applied on orders placed for Quality Level III work except for item VII. "SHIPPING CHARGES AND REIMBURSABLE PARCEL POST" in the "SCHEDULE Of PRICES". This 5 percent charge will also apply to premiums for production schedules of less than 11 workdays.

All other orders will be offered with the required schedule and paid for at the basic prices offered.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipments sent under Government Bills of Lading, "Postage and Fees Paid" labels, and/or reimbursable Parcel Post or small package carrier, and all other shipments will be billed according to item VII."SHIPPING CHARGES AND REIMBURSABLE PARCEL POST," under the contract "SCHEDULE OF PRICES".

Bidder must make an entry in each of the spaces provided, in the category or categories for which bids are submitted. 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.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

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

Bids for each "Format" shall be for any trim size, up to the maximum trim size listed for each of the "Formats", as outlined in SECTION 2.-SPECIFICATIONS.

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

Note: Certain sequential numbers and/or letters have been intentionally omitted from the "SCHEDULE OF PRICES". All such omissions are to be disregarded.

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.

(Initials)

- I. **PRINTING AND BINDING:** The prices offered must be all-inclusive for prepress, printing and binding (as required), in accordance with these specifications; and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered.

Text and Cover Pages (printing in a single ink color): A charge will be allowed for "each page", whether printed or blank, contained in the product(s) ordered. Each text leaf contains two pages. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

NOTE: Charges for paste-on-fold product must be charged under item 1.(a) as a saddle stitched product.

Charges for placing transmittal sheets on top of Cover I will be charged under item V. (p) as inserting separator sheets.

Fold-ins (printing in a single ink color): A charge will be allowed for each "fold-in unit", based on the maximum square-inch size for each "Format" group, as defined in SECTION 2.-SPECIFICATIONS. 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 its respective "Format" group, with any fractional remainder being counted as a whole.

Prices offered for item 6.(a) must be all-inclusive for printing fold-ins (on one side only) and binding. Prices must include the cost of film imposition, platemaking, press makeready and running, ink, cutting, folding, tipping-in or inserting throughout text, as applicable.

Prices offered for item 6.(b) must be all-inclusive for printing fold-ins (on one side only) and binding. Prices must include the cost of film imposition, platemaking, press makeready and running, ink, cutting, folding, and gathering in sets at the end of the text.

Prices offered for item 6.(c) must be all-inclusive for printing fold-ins on the second side, in the same single ink color as used on first side. Prices must include only the cost of film imposition, platemaking, press makeready and running, and ink.

Additional Color(s): Prices offered for line item 7.(a) shall include only those costs necessary for printing a single text or cover page in a color in addition to the first single ink color press run charged for under line items 1., 3., 4. and 9.)

Prices offered for line item 7.(b) shall include only those costs necessary for printing each side of a fold-in unit in a color in addition to the color charged for under line Item 6.

NOTE: Contractor will be allowed additional charges for the following: A washup charge of \$50.00 for each ink color required other than black. A premium payment of 5 percent will be allowed for Quality Level III work as specified on page 18.

CATEGORY 1 - Prices offered in Category 1 are applicable only for orders of up to and including 1,999 copies.

NOTE: All prices submitted for Formats A and B (1 and 2) with more than two (2) decimal places and Formats A and B (3 and 4) with more than three (3) decimal places will be rounded off for award purposes only.

	<u>Makeready and/or</u> <u>Setup Charges</u> <u>(Formats)</u>		<u>Running Charges</u> <u>Per 100 Copies</u> <u>(Formats)</u>	
	<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(1)	(2)	(3)	(4)
1. Saddle stitched:				
(a) Printing in a single ink color, including binding each page.....	\$_____	\$_____	\$_____	\$_____
3. Perfect bound:				
(a) Printing in a single ink color, including binding each page.....	\$_____	\$_____	\$_____	\$_____
4. Looseleaf Products:				
(a) Printing in a single ink color, including binding each page.....	\$_____	\$_____	\$_____	\$_____
6. Fold-ins:				
(a) Printing in a single ink color on one side only, including binding (tipping-in or inserting throughout text) per fold-in unit.....	\$_____	\$_____	\$_____	\$_____
(b) Printing in a single ink color on one side only, including binding (gathering in sets at the end of text) per fold-in unit.....	\$_____	\$_____	\$_____	\$_____
(c) Printing on second side (same ink color as first side)..... per fold-in unit.....	\$_____	\$_____	\$_____	\$_____
7. Additional Color(s): Printing text, covers, and/or fold-ins in an additional color or colors:				
(a) Printing text or cover in a color in addition to the first single ink color press run charged for under line items 1., 3., 4., and 9..... per color/each page.....	\$_____	\$_____	\$_____	\$_____
(b) Printing fold-ins in a color in addition to the color charged for under line item 6. per color/per side per fold-in unit.....	\$_____	\$_____	\$_____	\$_____
8. Coating: per Covers 1 and 4 or 2 and 3.....	\$_____	\$_____	\$_____	\$_____
9. Covers: Printing in a single ink color..... per Covers 1 and 4 or 2 and 3.....	\$_____	\$_____	\$_____	\$_____

(Initials)

CATEGORY 2 - Prices offered in Category 2 are applicable only for orders of 2,000 up to and including 19,999 copies.

NOTE: All prices submitted for Formats A and B (1 and 2) with more than two (2) decimal places and A and B (3 and 4) with more than three (3) decimal places will be rounded off for award purposes only.

	<u>Makeready and/or</u> <u>Setup Charges</u>		<u>Running Charges</u> <u>Per 100 Copies</u>	
	<u>(Formats)</u>		<u>(Formats)</u>	
	<u>A</u> (1)	<u>B</u> (2)	<u>A</u> (3)	<u>B</u> (4)
1. Saddle stitched:				
(a) Printing in a single ink color including bindingeach page.....	\$ _____	\$ _____	\$ _____	\$ _____
3. Perfect bound:				
(a) Printing in a single ink color, including bindingeach page.....	\$ _____	\$ _____	\$ _____	\$ _____
4. Looseleaf Products:				
(a) Printing in a single ink color, including bindingeach page.....	\$ _____	\$ _____	\$ _____	\$ _____
6. Fold-ins:				
(a) Printing in a single ink color on one side only, including binding (tipping-in or inserting throughout text) per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing in a single ink color on one side only, including binding (gathering in sets at the end of text) per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) Printing on second side (same ink color as first side)..... per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
7. Additional Color(s): Printing text, covers, and/or fold-ins in an additional color or colors:				
(a) Printing text or cover in a color in addition to the first single ink color press run charged for under line items 1., 3., 4., and 9. per color/each page.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing fold-ins in a color in addition to the color charged for under line item 6. per color/per side per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
8. Coating: per Covers 1 and 4 or 2 and 3.....	\$ _____	\$ _____	\$ _____	\$ _____
9. Covers: Printing in a single ink color..... per Covers 1 and 4 or 2 and 3.....	\$ _____	\$ _____	\$ _____	\$ _____

(Initials)

CATEGORY 3: Prices offered in Category 3 are applicable only for orders of 20,000 or more copies.

NOTE: All prices submitted for Formats A and B (1 and 2) with more than two (2) decimal places and A and B (3 and 4) with more than three (3) decimal places will be rounded off for award purposes only.

	<u>Makeready and/or</u> <u>Setup Charges</u> <u>(Formats)</u>		<u>Running Charges</u> <u>Per 100 Copies</u> <u>(Formats)</u>	
	<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(1)	(2)	(3)	(4)
1. Saddle stitched:				
(a) Printing in a single ink color including bindingeach page.....	\$ _____	\$ _____	\$ _____	\$ _____
3. Perfect bound:				
(a) Printing in a single ink color, including bindingeach page.....	\$ _____	\$ _____	\$ _____	\$ _____
4. Looseleaf Products:				
(a) Printing in a single ink color, including bindingeach page.....	\$ _____	\$ _____	\$ _____	\$ _____
6. Fold-ins:				
(a) Printing in a single ink color on one side only, including binding (tipping-in or inserting throughout text) per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing in a single ink color on one side only, including binding (gathering in sets at the end of text) per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) Printing on second side (same ink color as first side)..... per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
7. Additional Color(s): Printing text, covers, and/or fold-ins in an additional color or colors:				
(a) Printing text or cover in a color in addition to the first single ink color press run charged for under line items 1., 3., 4., and 9..... per color/each page.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing fold-ins in a color in addition to the color charged for under line item 6. per side/per color per fold-in unit.....	\$ _____	\$ _____	\$ _____	\$ _____
8. Coating: per Covers 1 and 4 or 2 and 3.....	\$ _____	\$ _____	\$ _____	\$ _____
9. Covers: Printing in a single ink color..... per Covers 1 and 4 or 2 and 3.....	\$ _____	\$ _____	\$ _____	\$ _____

(Initials)

NOTE: Prices offered on pages 21 through 30, and bidder's information on page 31 are applicable to ALL CATEGORIES.

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 furnished for the product(s) ordered in the applicable "Format" group. 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.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

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

NOTE: All prices submitted for paper with more than four (4) decimal places will be rounded off to four (4) for award purposes only.

	<u>Per 100 leaves</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
(a) White Offset Book (40-lb.).....	\$ _____	\$ _____
(b) White Offset Book (50-lb.).....	\$ _____	\$ _____
(c) White Offset Book (60-lb.).....	\$ _____	\$ _____
(e) Colored Offset Book (50-lb.)	\$ _____	\$ _____
(f) White Litho Coated Book (60-lb.).....	\$ _____	\$ _____
(g) White Litho Coated Book (70-lb.).....	\$ _____	\$ _____
(h) White Vellum-Finish Cover (50-lb.)	\$ _____	\$ _____
(i) Colored Vellum-Finish Cover (50-lb. or 65 lb.).....	\$ _____	\$ _____
(j) White Vellum-Finish Cover (65-lb.)	\$ _____	\$ _____
(l) White Litho Coated Cover (60-lb.)	\$ _____	\$ _____
(m) White Litho Coated Cover (80-lb.)	\$ _____	\$ _____
(n) White Index (110-lb.)	\$ _____	\$ _____

(Initials)

	<u>Per 100 leaves</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
(o) Colored Index (110-lb.).....	\$ _____	\$ _____
(q) Newsprint (25 - 32-lb.).....	\$ _____	\$ _____
(s) White Matte Coated Offset Book (60-lb.).....	\$ _____	\$ _____
(t) White Matte Coated Offset Book (70-lb.).....	\$ _____	\$ _____
(u) White Matte Coated Cover (65-lb.).....	\$ _____	\$ _____
(v) White Matte Coated Cover (80-lb.).....	\$ _____	\$ _____
(x) White Opacified Offset Book (60-lb.).....	\$ _____	\$ _____
(5) White Dull Coated Offset Book (60-lb.).....	\$ _____	\$ _____
(6) White Dull Coated Offset Book (70-lb.).....	\$ _____	\$ _____
(7) White Dull Coated Cover (60-lb.).....	\$ _____	\$ _____
(8) White Dull Coated Cover (80-lb.).....	\$ _____	\$ _____

III. ELECTRONIC PREPRESS:

A-1 (c) Trim/Page-size unit from Electronic File per page.....\$ _____

A-2 (b) System Timework.....per hour.....\$ _____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under line item III. A-2(b).

A-2 (c.1) Creation of PDF file.....per file.....\$ _____

NOTE: PDF soft proofs must be charged under line item III.A-2 (c.1).

IV. NEGATIVES: No charge will be allowed unless negatives are requested back by the Government. The prices offered must be all-inclusive for producing negatives in accordance with the terms of these specifications, and shall include the cost of all required materials and operations, as applicable. No charges will be allowed for negatives furnished by the Government.

Proofs (Composite Dylux, or similar) for other than "Illustration Negatives", when specifically ordered on the print order, must be charged under line item IV. (g), for any size, per page-size unit.

(Initials)

Base Negatives: A base negative will be defined as, and a charge will be allowed for, each page-size negative requiring one negative exposure. One base negative charge will be allowed for each single ink color required on each page-size unit. A backstrip, if required, shall be considered part of cover page 1: therefore, separate charges for a backstrip shall not be accepted.

NOTE: All prices submitted for line items (a) thru (i) with more than two (2) decimal places will be rounded off for award purposes only.

(a) Page-size unit per negative\$ _____

Illustrations: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

A duotone halftone (each color) shall be charged as a square-finish halftone illustration.

Fold-in illustrations will be based on the printed image size, and when larger than page-size, will be computed in page-size units, as stated on page 20. The value thus established will be computed as one illustration charge, "per negative", for each "fold-in illustration unit.

(c) Square-finish halftoneper illustration.....\$ _____

(e) One-piece laminated color/digital proof.....per page-size unit.....\$ _____

(f) Strip-ins (including film)..... each strip-in.....\$ _____

Charge under line item (f) provides for making a negative (other than illustration) of folio line, signature line, or minor correction and stripping into position. Only one charge will be allowed for each strip-in regardless of the number of sides stripped together.

(g) Composite Dylux, or similar/digital proofeach page-size unit.....\$ _____

Note: Dylux proofs shall consist of complete signatures.

(h) Black only high resolution laminated proof/digital proof per each page-size unit.....\$ _____

(i) Timeworkper hour.....\$ _____

Charges under line item (i) will be allowed only for the required operations for which specific charges have not been requested. Charges for timework will be allowed for such operations as outlining, vignetting, etc. Charges for usual opaquing which is necessary for the production of a suitable film must be included in the offers submitted for line items (a), (c), and (f).

Any charge made under "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under line item (i).

(j) Conversion of transparency to halftone.....each halftone.....\$ _____

(Initials)

V. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

NOTE: All prices submitted for line items (c), (f), (g), (k), (n), and (p) with more than two (2) decimal places and line items (a), (h), and (q) with more than three (3) decimal places will be rounded off for award purposes only.

(a) Shrink-film wrappingeach package\$ _____

(c) Shrink-film packaging of self mailerseach package\$ _____

(f) Perforating (slit or slot) off the fold per 100 leaves\$ _____

(g) Additional folding (products 16 pages or less).....per 100 copies\$ _____

(h) Banding with kraft paper bands.....per 100 bands\$ _____

(k) Collating books into sets per 100 sets\$ _____

(n) Lipping or angle cutting (at contractor's option) fold-ins
over page depthper 100 fold-ins\$ _____

(p) Inserting separator sheets per 100 sections\$ _____

Sections are from 1 leaf (2 pages) to a maximum of 8 leaves (16 pages) per section. Over 8 leaves (16 pages) will be considered a change in stock and will not be chargeable under V.(p).

(q) Drilling (each run) per 100 leaves\$ _____

Four holes will be the maximum for any one run. When drilling pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves; each ply of a fold-in will be counted as a single leaf.

(Initials)

VI. PACKING AND SEALING FOR DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of kraft envelopes, cushioned shipping bags, bundles and shipping containers, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

NOTE: All prices submitted in Section VI. with more than two (2) decimal places will be rounded off for award purposes only. (Exception - line item 2.(j) has three (3) decimal places).

1. Bulk shipments (other than by mail):

- (b) Packing and sealing shipping containerseach container\$ _____
- (c) Palletizing each pallet\$ _____
- (d) Individual "printed" mailing containers as indicated:
Printed on spine requiring 3" reinforced tape each carton\$ _____

2. Mailing (includes affixing labels and delivery to a Post Office or small package carrier):

- (a) Addressing self-mailers per 100 copies\$ _____
- (b) Seal-O-Matic or similar sealing
(1 or 2 tabs as specified) per 100 copies\$ _____
- (c) Single copy in kraft envelope each envelope\$ _____
- (d) Multiple copies in kraft envelope (up to 200 leaves)..... each envelope\$ _____
- (e) Single or multiple copies over 200 leaves, up to
12 pounds, in cushioned bags, or wrapped in bundles
(maximum gross weight 14 pounds).....each bag or bundle\$ _____
- (f) Quantities over 12 pounds, up to 24 pounds,
wrapped in bundles, or packed in shipping
containers, at contractor's option (maximum gross
weight 27 pounds).....each bundle or container\$ _____
- (g) Quantities over 24 pounds, up to 36 pounds, packed
in shipping containers (maximum gross weight 40 pounds)..... each container\$ _____
- (i) Reproducing and addressing "Postage and Fees Paid" labels each label\$ _____

- | <u>Makeready</u>
(1) | <u>Per 100
Inner Package
Labels</u>
(2) | <u>Per
Carton
Label</u>
(3) |
|--|--|--|
| (j) Bar coding packages/cartons.....\$ _____ | \$ _____ | \$ _____ |

NOTE: No charges will be allowed if bar code is furnished on a reproducible label.

(Initials)

VII. SHIPPING CHARGES AND REIMBURSABLE PARCEL POST:

Bidders are to offer a price for shipping to the various Federal Printing Regions (see Attachment A for map). The prices offered, as applicable, will be applied to the weight of the ordered quantity. No adjustment in the amount of shipping charges will be allowed because of over or under deliveries.

The contract prices, plus the shipping charges offered, cover costs of delivery to all destinations for shipments over 120 pounds within the various States and the District of Columbia, with the following exceptions:

When furnished Government Bills of Lading and/or "Postage and Fees Paid" labels are required for deliveries made by premium methods, the charges offered will not apply to any portion of an order so shipped.

When deliveries are subject to a charge (such as "Inside Delivery") pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher and will be paid for at actual cost.

Shipments of 120 pounds or less (750 pound or less for IRS shipments) are to be made by reimbursable parcel post or small package carrier, whichever method is most economical to the Government, unless otherwise instructed.

Where shipments by premium methods are ordered, the prices offered will be used to establish the sequence for award, but actual costs will be used for billing.

The following charges cover the costs of shipping to destinations within each of the 12 Regional Areas (see Attachment A). Charges must be submitted in the order and manner requested.

Shipping Point(s) _____

Bidder must offer a per (cwt) charge for each Regional Area listed on page 30 for Columns A, B and C. Fractional parts of 100-pound shipment will be prorated at the per (cwt) rate.

*All prices submitted with more than two (2) decimal places in this section will be rounded off to two (2) decimal places for award purposes only.

(Initials)

	Shipments Over 120 lbs. But not exceeding <u>1,000 lbs.</u> (A)	Shipments Over 1,000 lbs. But not exceeding <u>10,000 lbs.</u> (B)	Shipments Exceeding <u>10,000 lbs.</u> (C)	Shipped To Regional <u>Area</u>
(a) Cost per cwt.....	\$ _____	\$ _____	\$ _____	1
(b) Cost per cwt.....	\$ _____	\$ _____	\$ _____	2
(c) Cost per cwt.....	\$ _____	\$ _____	\$ _____	3
(d) Cost per cwt.....	\$ _____	\$ _____	\$ _____	4
(e) Cost per cwt.....	\$ _____	\$ _____	\$ _____	5
(f) Cost per cwt.....	\$ _____	\$ _____	\$ _____	6
(g) Cost per cwt.....	\$ _____	\$ _____	\$ _____	7
(h) Cost per cwt.....	\$ _____	\$ _____	\$ _____	8
(i) Cost per cwt.....	\$ _____	\$ _____	\$ _____	9
(j) Cost per cwt.....	\$ _____	\$ _____	\$ _____	10
(k) Cost per cwt.....	\$ _____	\$ _____	\$ _____	11
(l) Cost per cwt.....	\$ _____	\$ _____	\$ _____	12

Note: Failure to offer a shipping charge to any zone will eliminate a bidder from consideration for award of any order requiring delivery to a zone (or zones) for which shipping charges were not offered.

VIII. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item II. "PAPER," Item VI. "PACKING AND SEALING FOR DISTRIBUTION," and Item VII. "SHIPPING CHARGES AND REIMBURSABLE PARCEL POST".

- (a) Percentage increase (1 to 5 workdays)..... _____%
- (b) Percentage increase (6 to 10 workdays)..... _____%

Bidder to check one of the following:

- I intend to accept offers for production of Quality Level III and IV requirements.
- I intend to accept offers for production of Quality Level IV requirements only.

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____
Post Office located at Street Address _____,
City _____, State _____, Zip Code _____.

My production facilities are located within the assumed area of production yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete 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 _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION IV.- 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)











