

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Laminated Cards

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

Occupational Safety and Health Administration
(OSHA)

Single Award

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

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on November 26, 2008

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Room C-161, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

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

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 information of a technical nature call Tony Martin/AST 3 (202) 512-1164 (No collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension in Publication
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Color Proofs

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to November 30, 2009, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending August 31, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Government Printing Office (GPO), Washington, DC, immediately after award.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through November 30, 2009, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://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.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of laminated cards requiring such operations as electronic prepress, printing (including four-color process), binding, packing, and distribution.

TITLE: Laminated Cards.

FREQUENCY OF ORDERS: Approximately 125 orders per year. (NOTE: up to 5 orders may be placed in the same week with the same schedule.)

Up to 5 orders may be placed on an "ACCELERATED" schedule on the same day or in the same week.

QUANTITY: Approximately 5,000 to 100,000 copies per order. Most orders will be for 15,000 copies.

NUMBER OF PAGES: Face and Back.

TRIM SIZE: 2-1/4 x 4" up to and including 8-1/2 x 11".

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: Macintosh OS X 10.4.10

Storage Media: CD-ROM or DVD.

Files will be furnished in native application format.

Software: QuarkXPress 7.01; Adobe Illustrator CS3; Adobe Photoshop CS3, Adobe In Design CS3, Adobe Acrobat 8 Professional

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

Fonts: All screen and printer fonts are furnished.

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

Additional Information: A visual will be furnished.
GPO Form 952 (Desktop Publishing - Disk Information).

"Postage and Fees Paid" mailing indicia.

Distribution list.

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

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

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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.

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 OSHA Art Director on (202) 693-1999.

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 changes to the copy.

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

PROOFS:

One (1) set of digital color content proofs. 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.

One (1) set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Water-proof, 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 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.

For cards with Pantone colors, the Pantone colors may be substituted with a similar color but may not be built out of the four process colors. When required, contractor to submit ink draw downs on actual production stock of Pantone colors used in job.

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.”

NOTE: Electronic proofs will be accepted for revised proofs when requested by the Government.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

All paper used in each order must be of a uniform shade.

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

PRINTING: Print face and back in one to four ink colors or four-color process.

Cards must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

Inks used shall withstand laminating in plastic, cellulose acetate, polyethylene terephthalate, or equal materials. (See "BINDING.")

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

BINDING:

Trim four sides.

After printing, laminate each card face and back with a 0.005" (5 Mil) thick glossy polyester (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate laminate material. The laminated product must have no distortion of the printed matter and must remain clear and legible.

Lamination shall trim flush with the cards. All four corners may be round or square. Pressure sensitive lamination is not acceptable.

PACKING:

For destinations receiving less than 100 cards, the cards may be inserted loose in the required envelopes, shipping bags, shipping bundles or containers.

For destinations receiving 100 or more cards, the cards must be shrink-film wrapped in units of 50 cards prior to being inserted in the required envelopes, shipping bags, shipping bundles or shipping containers.

Bulk Shipments --

Pack suitably in shipping containers.

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

Mailed Shipments --

Insert cards into suitable kraft envelopes, cushioned shipping bags or shipping bundles to arrive at destinations in undamaged condition.

LABELING AND MARKING (Package and/or Container label):

Bulk Shipments --

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

Mailed Shipments --

Create and affix a label to the back of each unit of mail packaged in kraft envelopes, cushioned shipping bags and shipping bundles.

At contractor's option, the addresses may be imaged directly onto the kraft envelopes, cushioned shipping bags or shipping bundles.

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>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	50
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the U.S. Department of Labor (OSHA), Office of Communications, Room N3647, Washington, DC 20210.

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 invoice sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

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 number(s), must be furnished with billing as evidence of mailing.

DISTRIBUTION:

- Deliver f.o.b. destination approximately 1,000 to 3,500 copies to approximately three (3) addresses within the commercial zone of Washington, DC.
- Mail f.o.b. contractor's city approximately 6,500 copies nationwide plus Puerto Rico, Guam, and the Virgin Islands.

- Ship f.o.b. destination the balance of each order to the Department of Labor Warehouse, Storage and Distribution, Suite 180, 6295 Edsall Road, Alexandria, VA 22312.

Inside delivery required.

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

All mailing will be at the First Class rate.

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. The contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

The contractor is cautioned that "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.

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.

Upon completion of each order, all furnished material and electronic media must be returned to U.S. Department of Labor (OSHA), Attn: Printing Specialist, 200 Constitution Avenue, NW, Room N3647, Washington, DC 20210, 202-693-1999.

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

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

Furnished material and proofs must be picked up from and delivered to the U.S. Department of Labor (OSHA), Attn: Printing Specialist, Office of Printing, 200 Constitution Avenue, NW, Room C-0049, Washington, DC 20210. (202) 693-7180.

Furnished electronic media must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

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

Approximately 20 to 25 orders placed on this Program will be on an accelerated schedule. When an accelerated schedule is required, it will be indicated on the Print Order and the contractor will receive a "Premium Payment" in accordance with their bid price for "Premium Payments" in the Schedule of Prices.

REGULAR SCHEDULE:

- Proofs must be submitted within three (3) workdays.
- Proofs will be withheld no more than two (2) workdays from their receipt at the Department until they are made available for pickup. (Note: The first workday after receipt of proofs at the Department is day one (1) of the hold time.)
- Contractor must complete production and distribution of cards within 11 workdays after receipt of an "O.K. to

print.”

ACCELERATED SCHEDULE:

- Proofs must be submitted within one (1) workday.
- Proofs will be withheld no more than (1) one workday from receipt at the Department until they are made available for pickup.
- Contractor must complete production and distribution of cards within two (2) workdays after receipt of an “O.K. to print.”

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 mailing f.o.b. contractor’s city must delivered to the post office.

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

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471. Contractor must also notify the Office of Communications, via fax, of the date of shipment. The fax number is 202-693-1635.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

PREMIUM PAYMENTS: Orders requiring an accelerated schedule will be offered and paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders with a regular schedule will be paid for at the basic prices offered.

It is estimated that 20% of the orders placed on this contract will be for the accelerated schedule. Therefore, premium payments will enter into the determination by applying the percentage increase offered for the accelerated schedule in the "Schedule of Prices" (Item IV.) to 20% of the total price offered for all items. This additional cost will be included in the total bid and will be used to determine the lowest bid.

Failure of the contractor to complete work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

	(1)	(2)
I. 1. (a)	32	480
(b)	20	500
(c)	64	960
2. (a)	24	360
(b)	4	60
(c)	48	720
II.	380	
III. 1.	1,100	
2.	6,000	

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailed shipments and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

For products printing in more than one color, a charge under “Each Additional Color” will be allowed only for the cards actually printed with the additional color(s).

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including all required proofs, stock and laminating) for the production and distribution of the product listed in accordance with these specifications.

1. Laminated cards 2-1/4” up to and including 6 x 9” --

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Printing in a single ink color per card.....	\$ _____	\$ _____
(b) Printing in four-color process..... per card.....	\$ _____	\$ _____
(c) Each Additional Color: Printing cards in a color in addition to the first single ink color press run charged for under line item I.1.(a)	per color/per card.....\$ _____	\$ _____

(Initials)

2. *Laminated cards over 6 x 9" up to and including 8-1/2 x 11" --*

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Printing in a single ink color per card	\$ _____	\$ _____
(b) Printing in four-color process per card	\$ _____	\$ _____
(c) Each Additional Color: Printing cards in a color in addition to the first single ink color press run charged for under line item I.2.(a)	per color/per card	\$ _____

II. ADDITIONAL OPERATIONS:

Shrink-film packaging (in units of 50)..... per 100 packages\$ _____

III. PACKING:

1. *Bulk Shipments --*

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

2. *Mailed Shipments --*

Must include the cost of addressing envelopes, cushioned shipping bags and shipping bundles.

Multiple copies in suitable envelopes, cushioned
shipping bags or shipping bundlesper envelope, shipping bag or bundle\$ _____

IV. PREMIUM PAYMENTS: Premium Payments, when authorized, will apply to all items.

(a) Percentage increase %

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

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)