

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Library Binding

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

Various Government Departments and Agencies

Single Award

NOTICE TO BIDDERS: The term of this contract is for the period beginning July 1, 2009, and ending June 30, 2010, 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, D.C. time, on May??, 2009.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street N.W., Room C-161, Stop PPSB, Washington, D.C. 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.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Change from multi-year contract to option year contract.

Addition of Economic Price Adjustment and Option to Extend the Term of the Contract blurbs.

Additional lesser changes are scattered throughout.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call Annemarie Spence (202) 512-0455 (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 (Pub. 310.2, effective December 1, 1987 (Rev. 6-01)), the ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding or any amendments or revisions thereto, the Guide to the Library Binding Institute Standard for Library Binding, (Chicago, American Library Association, 2008), and Boxes for the Protection of Rare Books: Their Design and Construction, Washington, D.C., Library of Congress, 1994.

The ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding may be obtained from the Library Binding Institute, 4440 PGA Blvd. Ste. 600 Palm Beach Gardens, FL 33410; Telephone: (561) 745-6821; or it may be ordered or downloaded through the LBI site <http://www.lbibinders.org/Publications.htm#Standard>. It is also available from NISO from NISO Press, P.O. Box 1056, Bethesda, MD 20827.

The Guide to the Library Binding Institute Standard for Library Binding, (Chicago, ALA, 2008), is available from the American Library Association, 50 E. Huron St., Chicago, IL 60611-2795 or telephone 312-944-6780.

Boxes for the Protection of Rare Books: Their Design and Construction, may be obtained from the U.S. Government Printing Office, Supt. of Documents, New Orders, P.O. Box 371954, Pittsburgh, PA 15250-7954.

For additional information or to order by phone, call GPO in Washington, D.C. at (202) 512-1800 or fax (202) 512-2250. Refer to Stock Number: S/N 030-000-00253-9 when ordering.

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.

SUBCONTRACTING: **Subcontracting will be allowed for repairs only.**

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

OPTION TO EXTEND THE 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).

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 June 30, 2010, 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 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 March 31, 2009, 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.

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.

BID SAMPLES: Each bidder will be required to submit with his bid, a set of four (4) bound samples representative of the Government's needs for binding. For repairs, each bidder for repairs will be required to submit a set of six (6) samples: five (5) for repairs and one (1) for facsimile creation. The bid samples will be made available for pickup by contacting Annemarie Spence at the U.S. Government Printing Office, telephone (202) 512-0455.

Each sample volume is to be bound by the bidder's regular personnel and under no circumstances shall the bidder subcontract all or any part of this work (except for repairs). **NOTE:** No contractor identification of any kind shall appear on or in the Bid Samples themselves, only on the outside of the package.

These volumes are to be returned to the U.S. Government Printing Office, Customer Service, STOP: CSAPS, Agency Publishing Services, Team 1, Room C-838, Washington, D.C. 20401; Attn: Annemarie Spence, on or before bid opening date to be evaluated as evidence of the bidder's ability to meet contract requirements and LBI Standards as set forth in Standard for Library Binding, 2000. This is a requirement which the bidder must perform, at no cost to the Government.

Approval of bid samples: Approval will be based upon the contractor fulfilling all of the requirements of the specifications. Deviation from the contract specifications may result in declaring the contractor nonresponsible.

Disapproval of bid samples: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.

EVALUATION CRITERIA FOR BINDING BID SAMPLES:

Each volume will be given a maximum score of 100 points. There will be four (4) volumes in the bid sample for binding, one sample per binding style. A passing score is 85 points per volume.

Each volume will be accompanied by a standard binding instruction form. Each volume will be evaluated as follows:

	<u>CRITERIA</u>	<u>POINTS</u>
1.	Leaf attachment and sewing Poor penetration of glue Excessive glue in margin Poor sewing	20
2.	End-paper attachment Poor construction Incorrect tipping width Excessive drag Incorrect weight Against the grain Incorrect endpapers	15
3.	Trimming Excessive Uneven or ragged Out of square	15
4.	Rounding and backing Out of round (lop-sided, concave) Joints not uniform or symmetrical Inside fold not uniform/symmetrical Improperly backed or uneven backing Improperly rounded	8
5.	Lining Poor adhesion Incorrect material Poor workmanship Poor spine support	8
6.	Case-making Poor adhesion Improperly pressed Turn-ins, not even, bulky Weak joints, improperly formed Strain on hinges Uneven or excessive squares Too rigid or weak spine Lumpy	9
7.	Case-in Poor adhesion Soiled Poor workmanship Excessive glue	10
8.	Lettering Fuzzy, not sharp, poor clarity Poor positioning Inconsistent word division Incorrect font size	15
	Total	----- 100

Volumes will be completely rejected and no points awarded if any of the following conditions are found:

- (a) Wrong style of binding.
- (b) Improper trimming.
- (c) Sewing into text.
- (d) Pages falling out.
- (e) Text block upside down.
- (f) Incorrect lettering - spelling, typefaces, word breaks, alignment.
- (g) Wrong color of buckram used.

REPAIR EVALUATION CRITERIA:

Each volume will be accompanied by a standard binding instruction form. There will be six (6) volumes in the bid sample for repairs and facsimile creation. The total number of points is given below for each type of repair. A passing score is 85% of the maximum number of points allotted to each repair.

CRITERIA:	POINTS
Mending paper:	35 pts. Maximum
Improper choice of mend material	5 pts.
Poor adhesion	5 pts.
Excessive adhesive	5 pts.
Uneven on either side of tear	5 pts.
Does not cover entire tear	5 pts.
Mend inadequate for weight of paper	5 pts.
Use of pressure sensitive tape	5 pts.
Tipping-in loose material:	30 pts. Maximum
Poor adhesion	5 pts.
Excessive adhesive in margin	5 pts.
Not aligned with text-block	5 pts.
Not in gutter margin	5 pts.
Improper placement	5 pts.
Incorrect tipping width	5 pts.
Replacing damaged endsheet(s):	30 pts. Maximum
Poor adhesion	5 pts.
Excessive adhesive	5 pts.
Against the grain	5 pts.
Incorrect tipping width	5 pts.
Not aligned with text-block	5 pts.
Loose hinges	5 pts.
Torn end-caps and/or joint:	25 pts. Maximum
Poor adhesion	5 pts.
Excessive adhesive	5 pts.
New spine smaller or taller than case	5 pts.
Loose hinges	5 pts.
Torn original cloth	5 pts.

Cover detached from text-block:	35 pts. Maximum
Poor adhesion	5 pts.
Excessive adhesive	5 pts.
Against the grain	5 pts.
Incorrect tipping width	5 pts.
Uneven or excessive squares	5 pts.
Loose hinges	5 pts.
Incorrect lining material	5 pts.
Worn-cover with detached text-block:	40 pts. Maximum
Poor adhesion	5 pts.
Excessive adhesive	5 pts.
Against the grain	5 pts.
Incorrect tipping width	5 pts.
Uneven or excessive squares	5 pts.
Loose hinges	5 pts.
Incorrect lining material	5 pts.
Turn-ins, improperly formed and/or bulky	5 pts.
Torn end-caps and/or joint with detached text-block:	45 pts. Maximum
Poor adhesion	5 pts.
Excessive adhesive	5 pts.
Against the grain	5 pts.
Incorrect tipping width	5 pts.
Uneven or excessive squares	5 pts.
Loose hinges	5 pts.
Incorrect lining material	5 pts.
New spine smaller or taller than cover boards	5 pts.
Turn-ins, improperly formed and/or bulky	5 pts.
Retain original endsheets:	20 pts. Maximum
Not retained	5 pts.
Tipped together fly leaves bound in back of volume, or irrespective of original placement	5 pts.
Excessive loss of information	5 pts.
Facsimile does not adequately represent original	5 pts.
Preservation facsimiles:	20 pts. Maximum
Improper materials used	5 pts.
Does not meet criteria listed for Binding Evaluation Criteria	5 pts.
Fails tape pull test	5 pts.
Pages in color are not color fast	5 pts.

IDENTIFICATION: Each volume bound or repaired under the terms of this solicitation shall contain a label or stamp approved by the Government placed inside the back cover, showing the contractor's name, and the year and month when the particular volume was bound.

WORKMANSHIP: All workmanship in connection with the article or product manufactured under these specifications must be of the highest quality in every respect.

Materials and quality of workmanship shall be in accordance with the ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding hereafter referred to as Standard for Library Binding, 2000, or any amendments or revisions thereto.

All operations required must be performed with care to insure that the end product will be capable of withstanding the rigors of normal library circulation or use, and provide maximum reader usability.

INSPECTION FOR DEFECTS:

Contractor must carefully open-out, and critically inspect all volumes for defects in binding, errors in lettering, etc., prior to delivery.

The contractor shall have an established quality control program. The contractor shall be responsible for quality control at various stages during the binding process and before the return of completed volumes to the agency.

Quality control inspections shall include:

- Adherence to the agency's instructions and specifications on the binding slip
- The collation of volumes for completeness and proper sequence
- Completeness of stamping, including author (if any), title, variable data, call number and imprint
- Accuracy of stamping including spelling, proper order of numbers, and accents or symbols as required
- Correct and consistent word division in accordance with the Government Printing Office Style Manual
- Proper color of buckram, stamping, etc., proper placement and/or alignment of stamping
- Adherence to material and workmanship specifications
- Neatness (e.g., absence of excess glue, evenly attached end papers, clean casings)
- Adherence to the agency's specifications for packing, delivery, etc.

The contractor's quality control process shall recognize and correct all contractor's errors. All shipments must be checked for completeness prior to shipping.

PRE-AWARD SURVEY: The Government reserves the right to conduct a pre-award survey of the contractor's facilities (and subcontractor's facilities for repairs, if applicable) and productivity potential, or to require other evidence of technical, production, managerial, financial (including insurance coverage for any loss or damage to Government materials while in the contractor's possession), and similar abilities to perform the anticipated requirements, prior to an award of this contract.

ERRORS AND CORRECTIONS: Volumes with errors and/or defects in workmanship must be corrected by the contractor. All volumes for corrections must be picked up, corrections made, and returned or scheduled for return to the ordering agency within 15 workdays after notification for pickup by the agency, and all costs occasioned thereby, including transportation, must be borne by the contractor. Volumes for corrections must be picked up from the various ordering agencies, unless instructed otherwise by GPO.

Excessive errors will be considered evidence of an inadequate quality control system. Error rates over 2% on a single order will be considered unacceptable, and could be grounds for default. The error rate will be based on the number of errors requiring correction divided by the number of volumes in each agency's shipment. Completed corrections shall be returned with the slip on which correction instructions were indicated.

WARRANTY: The contractor shall guarantee for 3 years from binding date, the binding of the volumes. Latent defects such as lettering worn off so as to be illegible, defective sewing, use of improper adhesives, etc., shall be returned and repaired at no cost to the agency. Normal wear of the covering materials or damage caused by negligence on the part of the libraries or their users shall be excluded.

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 July 1, 2009 through June 30, 2010 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 or any aspect of the Standard for Library Binding, 2000. 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.

Note: At agency's request, contractor is required to furnish a completed copy of invoice to the ordering agency within a reasonable period of time. Invoices may be furnished when picking up or making deliveries to agency.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications provide for the procurement of library binding and rebinding of books, periodicals, pamphlets, and newspapers; repairs; creating facsimiles, plus the construction of double tray boxes, portfolios, four-flap enclosures and other protective enclosures.

TITLE: Library Binding for Various Government Departments and Agencies.

ANTICIPATED REQUIREMENTS:

Frequency of Orders: No guarantee can be made as to the number or frequency with which orders will be placed. However, it is anticipated approximately 175 to 250 orders will be placed per year.

TYPES OF VOLUMES TO BE BOUND AND PROTECTIVE ENCLOSURES:

Books: For the purposes of this contract, a book is defined as one piece of graphic material submitted for binding or rebinding as a single unit.

Periodicals: For the purposes of this contract, a periodical publication is defined as a series of two or more serially numbered graphic units bound together.

Pamphlets: Pamphlets are defined as materials consisting of one (1) folded signature (section), regardless of the number of leaves.

Newspapers: A newspaper volume shall be defined as a series of newspaper-issues arranged for binding into a composite unit.

Protective Enclosures: Boxes and other enclosures including double tray boxes, portfolios, four-flap enclosures, phase boxes, and clamshell boxes, constructed for materials which are unsuitable for binding, due to their size, condition, value, or original format.

Construction and materials used for casing-in must conform to the standards set forth in the Standard for Library Binding, 2000.

GOVERNMENT TO FURNISH:

- Print orders
- Individual binding instructions. The agency must supply specific instructions for items which do not fit the established profile.
- Stamping dies not to exceed one square inch, previously bound samples, rubs, dummies, and material to be bound (including printed labels for inside front cover, and pockets for circulation cards when required)
- Printed endpapers (by the agencies which require printed endpapers) **Note: In the event the contract is awarded to a new contractor, the unused supply of end sheets or other Government supplied items shall be returned to the agency.**
- Magnetic security strips
- Books may (or not) be furnished for insertion into protective enclosures. If not furnished, measurements will be provided by agency.
- Agencies may have the option to supply the contractor with individual binding forms unique to a single agency. There will be no requirement for all agencies to use contractor supplied binding forms.
- Agencies will furnish the GPO and the contractor a profile of their special requirements. The contractor shall follow the profile unless otherwise instructed on individual binding slips.
- Government Bills of Lading (when required).
- To expedite an order, the Government may occasionally mail the materials f.o.b. contractor's plant.
- One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

Materials must be picked up by the contractor, and returned by him (not a common carrier), to the various Government departments or agencies, located within a 60-mile radius of zero milestone, Washington, DC, and one location in Philadelphia, PA. Complete addresses will be furnished with each print order.

CONTRACTOR TO FURNISH:

The contractor will be required to supply all materials, other than those listed under "Government to Furnish", necessary for pickup, complete manufacture, packing, and delivery of the products covered by these specifications.

The contractor must furnish suitable shipping containers when picking up material to be bound, and when delivering the completed product(s). Refer to "Packing".

After award, the contractor must furnish samples of binding materials to each Government department or agency, showing the colors available to be ordered under this contract, and provide instructions on the use of individual binding instruction forms, if GPO Form 909 is not acceptable.

The contractor will be required to supply the range of colors of buckram available on the market at the time of binding.

The contractor will supply, at no additional expense, binding forms and provide instructions in their use to all agencies desiring to use the contractor's forms. If the contractor uses adhesive to affix the binding instruction slips to the text to be bound, the adhesive must be such that it will not damage the text.

The contractor will supply preprinted binding forms for titles previously bound and already established in the contractor's database for those agencies who wish to use them. The information on the forms must be correct, based on instructions provided by the agency, and the forms must be supplied in a timely manner. These established instructions will not be altered by the contractor without permission from the agency.

The contractor must maintain records for the spine stamping pattern, color of cover, and color of stamping foil so that uniformity of sets can be maintained.

CONTRACTOR'S RESPONSIBILITY: The contractor must verify the number of volumes picked up and delivered, and will be responsible for the safekeeping of the Government's materials submitted for binding under the terms and conditions of this contract while in his plant, or during transit to or from his plant, and will be responsible for replacing any items lost or damaged.

LOST OR DAMAGED ITEMS: The value of the volumes lost will be determined by the Government, and will include processing costs. The cost and burden of locating volumes requiring replacement, due to loss or damage by the contractor, shall be borne by the contractor. If the agency should choose to replace the item(s), costs to the contractor will include the cost of replacement, ordering, receiving, and processing.

Additionally, a charge shall be levied for any item found to be out of print and irreplaceable. The charge will be based on the cost of the original item times two, or the costs related to ordering, receiving, and processing a like or similar item, whichever is greater. The contractor will settle with the Government on replacement volumes within 120 workdays after notification that the item(s) is missing.

If acceptable by the agency, the contractor may provide a complete and bound preservation facsimile of the missing volume. The contractor will assume responsibility for all copyright and preservation facsimile related charges. If the item is in copyright, a statement from the copyright holder granting permission to make a facsimile will be bound in the front of each volume.

The contractor shall follow the instructions and specifications on individual binding slips, including but not limited to instructions for the style of binding appropriate to the type of material to be bound. In the absence of individual binding slips, the contractor shall follow the established profile. In the absence of individual binding instructions or an agency profile, the contractor shall determine the best treatment for the long range preservation of the material in a traditional library environment. **If doubt exists as to which procedure or style is preferable, the volumes in question shall be returned to the agency.**

REQUIRED METHODS OF BINDING:

RECASE ONLY: Upon instructions from the individual agency, text blocks that are strongly sewn with a number of stitches adequate to the size of the text block, and have sewing intact, shall be recased only, not resewn. Also included in this category are volumes that have previously been bound by a binder, that have worn or damaged covers but whose sewing is intact.

Preparation: Old covers shall be removed, and the old spine lining and adhesive shall be carefully and completely removed from the text blocks. Sewing is not to be disturbed. In the case of volumes originally bound as paperbacks, for which the agency specifies "recase only", the contractor shall remove adhesive from the spine, if possible. The contractor shall inspect the text block after cleaning the spine. If the sewing is not sound, the contractor shall make minor repairs, select a different method of leaf attachment, or return the volume to the agency, per previous instructions.

Endpaper Construction: In the case of text blocks originally sewn through the fold, endpapers shall be single leaf hinged with reinforcing cloth to a single folded sheet. The single leaf shall serve as the paste down over the inside of the board used in case construction. In the case of text blocks originally oversewn, endpapers shall be a single folded sheet tipped 1/4 inch from the edge of a single leaf. A 1-1/4 inch strip of reinforcing cloth shall be adhered along the binding edge of the folded sheet and the exposed 1/4 inch margin of the single leaf.

Endpaper Attachment: New endpapers shall be sewn to the text block using a method that is compatible with the original sewing structure. In the case of text blocks originally sewn through the fold, endpapers shall be attached by sewing through the fold of the next-to-outermost signature, front and back of the text block, and then through the fold of the single folded sheet of the endpaper. In the case of text blocks originally oversewn, endpapers may be attached by whip stitching on with sewing stitches approximately 1 inch apart. Whip stitching is acceptable for attaching endpapers to oversewn volumes that are being recased, however, openability is restricted by this sewing method. Whip stitching prevents the first and last sections of the text block from opening fully. When the volume is small or medium-sized, tipped on endpapers are preferable. After sewing, the outermost leaf shall be folded and tipped back flush and parallel to (but not extending beyond) the binding edge of the text block, to cover the sewing thread and to allow the endpaper to hinge from the binding edge.

OVERSEWING: Oversewing shall be used for volumes in single sheets with inner margins at least 5/8 inch after milling, or with paper unsuitable for double-fan adhesive binding.

Preparation: The spine of the volume shall be milled if necessary to free the leaves for sewing. No more than 1/8 inch of the inner margin shall be removed.

Process: All volumes shall be divided into uniform sections, each not less than 0.055 inch thick and not more than 0.065 inch. As many needles as possible shall be used, provided that the sewing is no closer to the head or tail of the volumes than 1/4 inch after trimming, and no further than 1 inch. The shuttles thread shall be coated with methyl cellulose paste during sewing, or a thin line of paste shall be applied along the binding margin of each section prior to sewing. In no case shall the sewing be closer to the text than 1/8 inch.

Endpapers: In the case of oversewn text blocks, the endpapers shall meet the specifications of the Standard for Library Binding, 2000. After sewing, the outermost leaf shall be folded, and tipped back flush and parallel to (but not extending beyond) the binding edge of the text block, to cover the sewing thread and to allow the endpaper to hinge from the binding edge.

DOUBLE-FAN ADHESIVE BINDING: Unless instructed otherwise by the individual agency, volumes in single sheets shall be double-fan adhesive bound using an adhesive that meets the specifications as cited in Standard for Library Binding, 2000.

Preparation: The spine of the volume shall be milled to roughen it, to remove all old adhesive, and to free all leaves to allow for optimal fanning. As many papers fibers as possible shall be exposed for optimum linkage of paper and adhesive. Notching the spine is acceptable if the contractor deems it appropriate for certain volumes. If the spine is notched, notches shall be no deeper than 1/8 inch, and in no case shall they invade the text.

Process: The milled text block shall be securely clamped. The binding edge shall be fanned first in one direction, as adhesive is applied by brush or by roller, and then in the opposite direction, as adhesive is applied. The penetration of adhesive between leaves shall be approximately 1/64 inch so that each leaf is tipped to the next. No adhesive shall run between pages farther than 1/8 inch and in no case shall it run into the text area. If the binding edge is notched, all notches shall be filled with adhesive.

Lining with stretchable fabric: A stretchable fabric lining meeting the specifications of Standard for Library Binding, 2000, shall be squarely and snugly adhered to the spine of the text block. This lining shall cover the entire spine, head to tail, and shall extend onto the endpapers at least 1 inch.

Drying the adhesive: The text block shall be positioned squarely and allowed to dry without the use of a heating or drying device.

Second spine lining: A second lining of cloth, meeting the specifications of Standard for Library Binding, 2000, shall be adhered to the spine of all text blocks bound by the double-fan method. The process shall be that specified in "lining the spine" Standard for Library Binding, 2000.

Endpapers: In the case of double-fan adhesive bound text blocks, the endpapers shall be single folded sheets reinforced at the binding edge by a strip of fabric 1-1/4 inch wide, that is tipped to the text block during the fanning process.

ECONOMY BINDING:

Individual agencies may request economy binding for certain categories of materials. The binding procedures for economy binding are the same as those for standard double-fan adhesive binding except as follows:

Text blocks shall be no taller than 12 inches and no thicker than 1-1/2 inches. Collating is not required.

The spine shall be lined with a stretchable spine lining in accordance with Standard for Library Binding, 2000, but no second lining shall be applied.

Text blocks shall not be rounded and backed.

The covering material to be used will be Grade C-1 book cloth, the color to be selected by the contractor.

Brief author, title, and call number information shall be stamped on the spines of volumes. In no case shall the call number be stamped on the front cover to make room for author or title information on the spine. The call number always takes precedence on the spine.

SEWING THROUGH THE FOLD: All volumes in folded sections shall be sewn through the fold by machine or hand unless instructed otherwise by the agency. If folded signatures are cut and another binding method utilized without specific instructions from the agency, the contractor is responsible for the cost of a replacement volume.

Sewing through the fold by machine: The kettle stitches shall be no closer to the head and tail of the text block than 1/4 inch after trimming, and no farther than 1 inch. Sewing tapes may or may not be used, depending on instructions from the agency.

Sewing through the fold by hand: Text blocks sewn through the fold by hand shall be sewn on tapes of suitable width spaced no more than 2 inches apart and no more than 2 inches from the kettle stitches. The kettle stitches shall be no closer to the head and tail of the text block than 1/4 inch after trimming, and no farther than 1 inch.

Endpapers: In the case of text blocks sewn through the fold, endpapers shall be two folded sheets, nested. The binding edge of the outer sheet shall be reinforced with a 1-1/4 inch strip of fabric.

PAMPHLETS:

Endpapers: Endpapers shall consist of a double folio, wrapped around the pamphlet, between the pamphlet and the linen reinforcement; one leaf to be free, the other to be pasted to the board, or for other than saddle-sewn, shall be of the same type and construction as specified for binding and rebinding books.

Sewing: All saddle-type pamphlets shall be sewn through the center fold of the pamphlet, endpapers, and linen reinforcement, by hand or machine (Singer sewing or equivalent). No rounding, backing, or lining will be necessary.

Sewing should be no closer than 3/8 inch at the head or tail.

Covers will be ordered flat-back (of binder's board), and/or tight or loose-back (cover boards set off approximately 1/4 inch from the spine), as indicated on the print order, or binding instructions.

NEWSPAPERS:

Newspapers that are creased or badly wrinkled shall be straightened out, as much as possible, by sponging and pressing; the entire volume being placed between press boards, while the folds are still damp, and subjected to pressure until dry and flat.

Sections shall be refolded whenever the original fold is crooked, or is so far off-center that it would cause the sewing to encroach on the print.

Single leaves shall be tipped-in, in proper position for their sewing.

Every newspaper volume shall be sewn in sections on three or more tapes, or cords with linen thread, unless otherwise instructed by the agency. Tapes shall be no less than 1/2 inch wide.

Newspaper volumes shall be trimmed as little as possible, and if necessary, to prevent bleeding the print, they may be trimmed on their heads only.

Backs shall be lined with approved cotton fabric extending to within 1 inch of the head and tail, and leaving an extending flap at least 2-1/2 inches wide on each side.

Endpapers shall be reinforced with cloth joints of lightweight buckram or fabric of equal weight. The cloth shall be wide enough so that it will extend at least 2 inches beyond the sewing.

Rounding and backing shall not be required.

BINDING OPERATIONS:

Examination and Collation:

Unless instructed otherwise on individual binding instructions or in the established profile, incomplete volumes, or those with other defects, shall not be bound. These volumes shall be reported to the submitting agency or returned unbound.

All volumes shall be carefully examined before being taken apart to determine the most suitable method of binding. This examination shall include margins, condition of paper, or a determination that library binding is inadvisable.

Materials not suited for binding because of the brittle condition of the paper, shall be returned to the agency unbound, unless the agency's profile or binding instructions indicate otherwise.

All volumes, with the exception of periodicals, shall be collated to insure completeness and proper sequence of pages.

All periodical volumes shall be checked for correct issue sequence, proper sequence of pagination, and completeness. Binding instructions shall determine the arrangement of title page, index, inserts, supplements, etc., and the inclusion or omission of covers and/or advertising. An additional charge for custom collation, as defined in Standard for Library Binding, 2000, will be allowed under Item III.(c).

Loose extraneous materials, such as binding forms, book cards, book markers, or subscription cards, shall not be bound into the volumes.

Books originally bound by spiral, plastic combs, or similar methods, are to be handled in accordance with the instructions furnished with the print order.

Foreign language and technical volumes shall be given such special checking and collation as may be necessitated by the nature of the contents.

The contractor shall take steps to preserve maps, illustrations, and folded sheets, that are likely to be damaged when the spine of the text block is milled, the leaves attached, or the text block is trimmed. Options include selecting a method of leaf attachment that requires as little of the binding margin as possible; setting the map or illustration out on a strip of reinforcing cloth or alkaline paper that is compatible with the weight and texture of the map or illustration; constructing a cloth or alkaline paper pocket for the map or illustration; and/or leaving the text block untrimmed. The agency should provide instructions as to which option the contractor should select.

Preparation of Spines:

Rounded and backed text blocks, which must be rebound and for which it is not possible to preserve the original sewing structure, shall have boards removed and the old rounding and backing taken out by nipping before the spine edge is trimmed or milled.

For text blocks which must have the spine edge trimmed or milled away in preparation for oversewing or double-fan adhesive binding, as little as possible (and not more than 1/8 inch) of the edge shall be removed in order to preserve as much of the inner margin as possible.

Very bulky serial issues which are saddle stitched and which cannot be sewn through the fold (e.g., when they must be bound together with non-saddle stitched issues) shall be prepared for double-fan adhesive binding or oversewing by slitting through the fold rather than by trimming or milling.

Removal of Staples: All staples shall be pulled from side stitched text blocks to provide an inner margin of maximum width. All staples shall be removed from saddle stitched issues prior to their being sewn through the fold. No text blocks shall have staples removed by trimming or milling.

Leaf Attachment: Unless specified otherwise in this document or specific instructions from the agency, methods of leaf attachment should strictly adhere to the guidelines provided by Standard for Library Binding, 2000.

Trimming: All books shall be trimmed as slightly as possible or left untrimmed, if so instructed. Under no circumstances shall any volume be trimmed to the extent that printed matter shall be removed in any part, unless specific permission is granted by the individual agency. Trimming should not be in excess of 1/8 inch at the head, tail, or fore edge, and no folds are to be trimmed. If any text or printed matter is trimmed, the contractor is responsible for the cost of the replacement volume.

Gluing the Spine: Spines of all text blocks shall be glued. The adhesive shall thoroughly coat the spines. Text blocks shall be stacked squarely and allowed to dry without the use of a heating or drying device. For volumes that are sewn through the fold, the adhesive shall be applied prior to trimming.

When ordered, contractor will be required to insert magnetic strips in the spines of each volume.

Rounding and Backing: With the exceptions noted below, all text blocks shall be evenly rounded to form a smooth and convex spine, and a concave fore edge. Rounded text blocks shall be backed to form shoulders that are symmetrical, uniform head to tail, and as nearly equal in size to the anticipated board thickness as possible. If the contractor fails to follow instructions regarding whether a volume should be rounded and backed, he will incur a charge equal to the cost of the binding.

Text blocks sewn through the fold, but with signatures of more than 1/4 inch in thickness, shall be rounded, but not backed.

No rounding and backing will be required in the following cases:

- Text blocks already rounded and backed that are to be recased only;
- Text blocks under 1/4 inch in thickness;
- Flat backed text block being recased.

Double-fan adhesive bound text blocks shall not be rounded and backed unless the agency's binding slip or profile specifies.

Lining the Spine:

Cloth lining: The spines of all text blocks shall be lined with spine lining cloth. This includes double-fan adhesive bound text blocks to which a stretchable spine lining has already been applied. The cloth shall be cut to within 1/2 inch of both head and tail of the text block, and shall extend squarely onto each endpaper at least 1 inch. The grain of the spine lining cloth shall run parallel to the spine of the text block.

Extra paper lining: The spines of all volumes over 1-1/2 inches in thickness that have been sewn through the fold or recased, and the spines of all other volumes over 2-1/2 inches in thickness, or that weigh more than 5 pounds, shall be reinforced by an extra lining of alkaline paper applied over the cloth lining for additional support. The paper shall be cut to the height and width of the spine and shall be no lighter than 60 pound text weight. The grain of the paper lining shall run parallel to the spine of the text block.

Covers:

The covers shall be made of F Grade buckram over binder's board (the grain of which must run parallel to the binding edge), with uniform squares. The thickness of the board must be suited to the size and weight of the volume.

The cover material must be turned in sufficiently to insure good adhesion (normally 5/8 inch is sufficient).

All materials must conform to the standards set forth in Standard for Library Binding, 2000.

Inlays: All covers shall have an inlay of flexible paper, with the grain running lengthwise of the inlay, and securely attached to the inside of the backbone of the cover. The paper shall be cut at least the same length as the cover boards, and its width must cover the back of the book after it has been rounded and backed. Inlay paper shall be not less than 0.012 inch, nor more than 0.030 inch, and shall have a minimum pH of 7.0.

Casing-in: Unless specified otherwise, all adhesive materials and applications shall be in accordance with the specifications outlined in Standard for Library Binding, 2000.

Text blocks shall be cased in squarely and tightly. All squares shall be uniform around the perimeter of the text block; and shall be 1/8 inch wide, plus or minus 1/16 inch, depending on the size of the text block. The corners of the covering shall be left uncut so that library corners can be made; or shall be cut at a 45 degree angle so that traditional corners can be made. The covering material shall be turned in snugly and uniformly, approximately 5/8 inch on all sides, and shall adhere neatly and tightly to the edges of the boards.

Very heavy or thick text blocks may be bound flush with the bottom of the case (that is the case will have no square at the tail) per instructions from the agency. When text blocks are bound flush with the bottom of the case, the cord at the tail of the inlay shall be omitted.

Cased-in volumes shall either be pressed between metal-edged boards until thoroughly dry; or pressed in a building-in machine using sufficient pressure, dwell, and heat to ensure good adhesion of the endpapers to the boards and turn-ins, and good adhesion of the covering material to the spine lining and endsheets in the joint area of the text block. The amount of adhesive applied to the joints, and the method used for building-in, shall be sufficient to ensure that joints are tight and secure, and cannot be separated without damaging the bonded surfaces.

Endpapers shall adhere to all surfaces smoothly, and be free of wrinkles and bubbles.

Lettering: Lettering of author, title, and call number shall be done in gold or white foils, or black ink as directed by individual agencies. Stamping foils shall meet the performance specifications set forth in Standard for Library Binding, 2000. Lettering shall be permanent, sharp, clean, legible, and stamped with adequate pressure, temperature, and dwell to ensure adhesion of the foil to the covering material. All lettering shall be on the spine or the cover of the volume as directed by the individual agency. Volumes must be carefully measured to ensure the proper placement of lettering. Foil/ink used shall be subject to the approval of the Government Printing Office. The type is generally Record Gothic Condensed, but may be in another style acceptable to the agency.

Call numbers and departmental seal will be stamped when specified. For front cover lettering and departmental seals, charges will be allowed under Item III. "Additional Materials and Operations", in the "Schedule of Prices". Note: For payment purposes, departmental seals shall be considered as one line of lettering.

When volumes are too narrow to imprint lettering across the spine, lettering must be stamped so that spine reads down (top to bottom), with the base of the lettering towards the back cover of the volume unless instructions from the individual agencies indicate otherwise.

All lettering shall be in 18 pt. type, except for books thinner than 1 inch may be lettered in 14 pt. type unless specified otherwise. All call numbers, which cannot fit on the spine, must be stamped in the upper left-hand corner of the front cover, as close to the spine as possible. All books and periodicals must be stamped with author, title, call number, volume, year, and other variable information as specified by individual agencies. The contractor shall keep records of stamping patterns and color of stamping foil for periodical titles so that uniformity of sets may be maintained. Proper and accurate stamping of all volumes, including accents in foreign titles, is essential.

REPAIR SPECIFICATIONS:

Standards: All work shall be performed in accordance with the American Institute for Conservation of Historic and Artistic Works AIC Code of Ethics and Guidelines for Practice. To obtain the code and guidelines, go to <http://aic.stanford.edu/pubs/ethics.html>.

All materials used in the treatment shall be permanent and of appropriate durability in accordance to Standard for Library Binding, 2000.

Mending paper: Mends of tears, voids or weak folds shall be done using either a water-torn strip of compatible Japanese paper and wheat or rice starch paste, or using heat-set tissue made with acrylic pH neutral adhesive and an alkaline buffered tissue.

Tipping-in loose material: The binding edge of an errata, replacement page or other accompanying material shall be glued using a polyvinyl acetate emulsion adhesive, and shall be placed within the gutter/binding margin of the text-block as specified by the customer. Any trimming of material shall kept to a minimum and shall not result in the loss of information.

Replacing damaged endsheet(s): The damaged endsheet(s) shall be removed and replaced with a new alkaline endsheet(s) without detaching the text-block from the cover, and glued in place using a polyvinyl acetate emulsion adhesive.

Torn end-caps and/or joint: Replacement of a torn end-cap or joint shall be done by creating a new cover spine made from matching book-cloth and an alkaline paper inlay with the original spine, minimally trimmed to retain all information, mounted on the new cover spine.

Cover detached from text-block: The original endsheets shall be replaced with alkaline endsheets. The spine of the textblock shall be lined with a cotton cloth or similar synthetic material that meets the specifications as outlined in Standard for Library Binding, 2000, section: 17.2 (and applicable appendices), over which an alkaline paper line shall be adhered. The original endsheets shall be removed from the original cover, and the text-block shall be cased into it.

Worn-cover with detached text-block: Follow previously mentioned repair to textblock, and remove endsheets from cover. The spine area of the inside of the cover shall be lined with matching Japanese paper or cloth, and a new in-lay shall be adhered to the cover. The text-block shall then be cased into the cover.

Torn end-caps and/or joint with detached text-block: Follow previously mentioned repair to textblock, and remove endsheets from cover. A new cover spine shall be made from matching book-cloth and an alkaline paper inlay with the original spine, minimally trimmed to retain all information, mounted on the new cover spine. The text-block shall then be cased into the cover.

Retain original endsheets: When the front and back endsheets have the same information, whereby tipping together the fly-leaves will recreate this information, the fly-leaves shall be tipped together, and bound in respectively the front of the volume.

When the front and back endsheets contain different information, they shall be recreated following the guidelines provided under Preservation facsimile section, and bound in respectively the front and/or back of the volume.

Preservation facsimiles:

Paper must adhere to standards for permanence and durability. Applicable standards are ANSI Z39.48 -- Permanence of Paper for Printed Library Materials; ASTM D3290 -- Bond and Ledger Paper for Permanent Records; ASTM D3458 -- Copies from Office Copying Machines for Permanent Records.

All preservation facsimiles shall successfully pass the "tape-pull" test as described in National Archives and Records Administration Technical Information Paper No. 5.

The preservation facsimile shall match the collation of the original. The image on each page shall replicate the original page and its placement in the original. Blank leaves shall appear as they do in the original. No registration keys or marks are to be added to the copy.

The preservation facsimile shall be bound following Standard for Library Binding, 2000. Double-fan adhesive binding is an acceptable method of leaf attachment, provided that the requirements cited in Section 7.3 are met.

ADDITIONAL REQUIREMENTS:

The following additional requirements are applicable only when so specified on the print order, binding instructions, or otherwise. All paper used for pockets or stubbing shall conform to Standard for Library Binding, 2000.

FURNISHED LABELS AND/OR POCKETS: When required, printed labels (book plates) approximately 3 x 5 inches and/or pockets (for circulation cards) will be furnished for contractor to affix in accordance with instructions furnished.

POCKETS (to be made by contractor): Pockets shall be made of cloth or paper as specified by individual agencies.

Cloth: The pockets shall be made of lightweight pyroxylin impregnated book cloth over heavy alkaline paper. Cover material shall be turned-in enough to insure good adhesion and glued into position with an approved flexible glue. Size and capacity will be as ordered.

Paper: The pockets shall be made of heavyweight alkaline paper. Pocket size and capacity will be as ordered.

Material (i.e., maps, charts, etc.) will be gathered and inserted into pockets which will be glued in place, as indicated on the print order, or binding instructions.

Stubbing shall be added to volumes to compensate for thick pockets on back covers.

BINDING STUBS: When parts with different heights are to be bound together, the tail of the resulting text block shall be flush, not the head. Stubbing shall be used, whenever practical, to make up for the size differences. In no case shall one piece be trimmed for the purpose of making it conform to a smaller piece with which it must be bound. Stubbing shall be also added to correct text blocks which flare out towards the fore edge.

DOUBLE TRAY BOXES AND PORTFOLIOS: Double tray boxes and portfolios will be made for materials unsuitable for binding upon instruction from the agency. They shall conform to the design that is described and illustrated in Boxes for the Protection of Rare Books: Their Design & Construction (Washington, D.C.; Library of Congress, 1982), Portfolios--pp. 37-55; Double tray boxes pp. 247-289.

Materials to be used: Double tray boxes and portfolios shall be constructed of binder's board that conforms to the specifications of Standard for Library Binding, 2000, and shall be of a thickness appropriate to the material to be enclosed, but not less than 0.040 inches. Covering material used shall meet the specifications of Standard for Library Binding, 2000. The adhesives used in the construction of double tray boxes and portfolios shall conform to Standard for Library Binding, 2000. Ties shall consist of cotton twill tape 3/8 inch to 1/2 inch wide, in dye-fast black. The cut end of the tape shall not ravel. Any lining used in the construction of double tray boxes and portfolios shall have a pH value of at least 7.5.

Construction: All materials shall be cut squarely, with the grain parallel to the longest dimension of the double tray box or portfolio. The covering material shall be snugly and uniformly turned in at least 5/8 inch on all sides. Library corners shall be used.

Construction of Four-flap Enclosures:

Four-flap enclosures will be constructed from a one-piece acid-free Grey/White Barrier Board (two pieces may be used for large volumes), cut to size, and scored to form a base board, four walls, and four flaps. All four flaps - tail, spine, head, and fore edge - cover the entire book cover. The head flap (1) is folded first to cover the upper cover, followed by the tail flap (2), then the fore edge flap (3), and finally the spine flap (4). Velcro, or button and string, will hold box closed. Stamping will be on the spine in white foil only.

Deluxe four-flap enclosures will be constructed as above, MINUS the fourth flap (spine flap (4)). The enclosure will be cased into a cover made from binder's board covered with an F Grade buckram, by attaching the cover to the base board, and wrapping around the spine and the top cover, with the top cover being held closed with velcro. There is a choice of 15-21 colors of Buckram with the spine stamped in black, gold, or white.

PACKING:

Bulk packing of volumes for pickup and delivery must be in sturdy shipping containers furnished by the contractor. Shipment integrity shall be maintained. Under no circumstances shall volumes from different print orders or different batches within print orders be placed in the same container. Filled weight of containers shall not exceed 45 pounds. Wrap quantities of less than one-half a container full in shipping bundles. All wrapping materials must be furnished by the contractor. Books shall be packed according to standard procedures: pack books flat with heavier volumes at the bottom of the box. Never pack books with the spine up or at angles; pack volumes spine down if necessary. Sufficient padding should be used to prevent books from moving during transit. Containers must be enclosed on all sides.

DISTRIBUTION:

Deliver f.o.b. destination to the various Government departments or agencies located within a 60-mile radius of zero milestone, Washington, D.C.; and approximately 9 orders (per year) to one address in Philadelphia, PA (See address under "Schedule"). Complete addresses will be furnished with each print order. Inside delivery to room number specified may be required.

Note: The contractor must notify the agency contact person if the pickup/delivery date cannot be met. The contractor must not assume a pickup/delivery can be made the following day without making prior arrangements.

Ship/mail f.o.b. contractor's city. Approximately 16 orders (per year) may require mailing by reimbursable parcel post or shipping on Government Bills of Lading.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be mailed by reimbursable parcel post unless otherwise instructed. Government bills of lading will be furnished by the Government for all shipments requiring a bill of lading. 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.

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).

Contractor will be required to pick up print order, stamping dies, pockets, labels, individual binding instructions, previously bound samples, rubs, dummies, and material to be bound, at the various Government departments or agencies located within a 60-mile radius of zero milestone, Washington, D.C.; and USDA ARS Library, Eastern Region Research Center, 600 E. Mermaid Lane, Philadelphia, PA.

NOTE: The contractor shall pick up material for binding at least every other week on a regular basis throughout the year.

No definite schedule can be determined in advance. However, binding time (from date of pick-up to date of delivery) shall not exceed 25 workdays. Pickup and delivery dates will be established in accordance with the contractor's weekly schedule and will be indicated on the print order.

The contractor will provide an accelerated schedule for an additional charge. Volumes receiving the accelerated schedule will be returned to the agency within two weeks after pickup by the contractor.

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.

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 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

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 requirements 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 a production schedule of two weeks 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 will be placed with the required schedule and paid for at the basic prices offered.

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 in the "SCHEDULE OF PRICES".

Failure of the contractor to deliver 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 invoice.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item IV), to 10% of the prices offered for items I, II, and III.

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

I.	A.1.	15	III.	(a)	125
	2.	296		(b)	500
	B.1.	4,195		(c)	2,822
	2.	879		(d)	12,333
	C.1.	4,195		(e)(1)	9,015
	2.	9,425		(2)	132
	3. (a)	11		(f)(1)	24,516
	(b)	1,285		(2)	54,335
	(c)(1)	12		(3)	10,659
	(2)	32		(4)	1,814
	D.	8		(g)	269
	E.	7		(h)(1)	3
	F.	412		(2)	3
	G.	5		(i)	166
	H.	8		(j)	1,488
	I.1.	30			
	2.	42			
	J.1.	9			
	2.	14			
II.	(a)	50			

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to all addresses within a 60-mile radius of zero milestone, Washington, D.C. and 1 address in Philadelphia, PA; f.o.b. contractor's city for all remaining destinations.

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications. Charges shall be permitted only as specifically and separately set forth in this "Schedule of Prices".

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.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered. Prices offered shall be for the binding styles as outlined in Section 2.- "Specifications".

All invoices submitted to the Government shall be based on the most economical method of production at the prices offered.

MINIMUM CHARGE: One minimum charge of \$200.00 is allowed per order.

I. LIBRARY BINDING: The prices offered must be all-inclusive for the binding and/or rebinding of books, periodicals, pamphlets, and newspapers, plus the construction of double tray boxes, portfolios, and four-flap enclosures, and must include the cost of all materials and operations required for picking up volumes (including shipping containers and packing therein), binding as per instructions, packing, and delivery, in accordance with these specifications. The charges below must include the cost of up to and including 8 lines of lettering on the spine, exclusive of call numbers.

A. Rebinding or recasing without resewing (includes endpapers, overcasting, and rebacking, when required):

1. Using old case..... per volume.....\$ _____

2. Making new case..... per volume.....\$ _____

B. Books (up to 2") in thickness):

1. Oversewn per volume.....\$ _____

2. Double-fan adhesive bound per volume.....\$ _____

(Initials)

C. Periodicals (up to 2-1/2") in thickness - includes standard collation):

- 1. Oversewn per volume.....\$ _____
- 2. Double-fan adhesive bound per volume.....\$ _____
- 3. Sew thru fold:
 - (a) By machine (without tapes)..... per volume.....\$ _____
 - (b) By machine (includes sewing on 3 or more tapes)..... per volume.....\$ _____
 - (c) By hand (includes sewing on 3 or more tapes):
 - (1) First inch of thickness per volume.....\$ _____
 - (2) Each add'l 1/2" of thickness per volume.....\$ _____

D. Pamphlets (consisting of one folded signature) per volume.....\$ _____

E. Newspaper (up to 2-1/2") in thickness and includes sewing on 3 or more tapes) per volume.....\$ _____

F. Economy Binding per volume.....\$ _____

G. Double tray boxes (any thickness) per box.....\$ _____

H. Portfolios (any thickness) per portfolio.....\$ _____

I. Four-flap enclosure (minimum order of 5 enclosures*):

- 1. Up to 12" in height and/or thickness..... per enclosure\$ _____
- 2. Over 12" in height and/or thickness..... per enclosure\$ _____

J. Deluxe Four-flap enclosure (minimum order of 5 enclosures*):

- 1. Up to 12" in height and/or thickness per enclosure\$ _____
- 2. Over 12" in height and/or thickness per enclosure\$ _____

*There will be a surcharge of \$25.00 on orders placed with less than 5 paks.

(Initials)

II. REPAIRS: Prices offered are for all repairs made as specified in the contract.

(a) Timework per hour\$ _____

III. ADDITIONAL MATERIALS AND OPERATIONS: The prices offered for each of the following items must be all-inclusive for the performance of special operations, for certain orders, that are additional to those specified under Item I, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

(a) Book volumes over 2" in thickness per add'l 1/2"\$ _____

(b) Periodicals and newspaper volumes over
2-1/2" in thickness per add'l 1/2"\$ _____

(c) Custom collation of periodical volumes. per volume.....\$ _____

(d) Rounding and backing double-fan adhesive
bound volumes per volume.....\$ _____

(e) Binding stubs:

(1) Up to and incl. 16" in length..... per 1/4" thick stub\$ _____

(2) Over 16" in length..... per 1/4" thick stub\$ _____

(f) Additional lettering:

(1) Additional lines (over eight) per line.....\$ _____

(2) Call numbers per line.....\$ _____

(3) Foreign titles (incl. accents) per line.....\$ _____

(4) Front cover lettering per line.....\$ _____

(g) Labels for titles (includes lettering) per label\$ _____

(h) Pockets, including inserting of material and
gluing in place, as per binding instructions:

(1) Paper pockets..... per pocket\$ _____

(2) Cloth pockets..... per pocket\$ _____

(i) Affixing furnished labels/pockets per label or pocket\$ _____

(j) Inserting security strips per 100 volumes\$ _____

IV. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items under Items I, II and III.

Percentage increase %

(Initials)

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)