

PROGRAM 1058-S. The base year will be: JULY 1, 2014 THROUGH JUNE 30, 2015. This contract has a 4 year extension potential

TITLE: LIBRARY BINDING

ITEM NO. & DESCRIPTION	BASIS OF AWARD	The HF Group Chesterland, OH		Houchen Bindery Ltd Utica, NE		GPO estimate	
			COST		COST	UNIT RATE	COST
I. LIBRARY BINDING:							
Volumes up to 2-1/2" in thickness - per volume:							
(a) Standard Periodicals:							
(1) Up to and including 11" in height.....							
	500	15.00	7500.00	15.80	7900.00	12.05	6025.00
(2) Over 11" up to and including 16" in height.....							
	25	18.25	456.25	17.75	443.75	14.00	350.00
(b) Custom Periodicals (requiring collating):							
(1) Up to and including 11" in height.....							
	700	23.50	16450.00	21.50	15050.00	17.75	12425.00
(2) Over 11" up to and including 16" in height.....							
	175	26.75	4681.25	23.50	4112.50	19.75	3456.25
(c) Library books:							
(1) Up to 14" in height or width, per book.....							
	225	13.25	2981.25	12.95	2913.75	9.20	2070.00
(2) Over 14" in height or width, per book.....							
	75	16.50	1237.50	14.85	1113.75	11.10	832.50
(d) Pamphlet binding, per pamphlet.....							
	600	8.00	4800.00	9.25	5550.00	8.00	4800.00
II. ADDITIONAL MATERIALS AND SERVICES:							
(a) Volumes over 2-1/2" in thickness, per additional 1-1/2".....							
	15	3.25	48.75	9.09	136.35	5.34	80.10
(b) Additional lettering over 2 lines - cost per stamped line.....							
	20	0.75	15.00	0.50	10.00	0.75	15.00
(c) Front cover stamping - cost per stamped line.....							
	4600	1.30	5980.00	0.50	2300.00	1.30	5980.00
CONTRACTOR TOTALS			\$44,150.00		\$39,530.10		\$36,033.85
DISCOUNT		NET		NET		NET	
DISCOUNTED TOTALS		30 days	\$44,150.00	30 days	\$39,530.10	30 days	\$36,033.85

Reviewed by: _____

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Library Binding

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

**Department of the Commerce
National Oceanic and Atmospheric Administration
Logistics Operations Division**

(and various other Government agencies and departments)

Single Award

The term of this contract is for the period

beginning July 1, 2014, and ending June 30, 2015

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on June 19, 2014

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 1058-S" on the outside of the envelope.

The following web address will allow you to print a copy of the 910 form.

<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>



The following web address will allow you to print a copy of the current pricing abstract.

<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle> Scroll down and click on 1058-S.

The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. # 3, or email fbuchko@gpo.gov or call Ken Foster, Ext. # 7, or e-mail kfoster@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or e-mail lmoore@gpo.gov Phone: (206) 764-3726 (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 Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

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

Product Quality Levels:

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

Inspection Levels (from MIL-STD-105):

- (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

SUBCONTRACTING: The predominant production function is binding. Subcontracting will not be permitted.

OPTION TO EXTEND THE CONTRACT TERM: 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 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 periodic pricing revision.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from July 1, 2014 through June 30, 2015 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.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.



<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

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.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of library binding and re-binding of magazines, periodicals, library books, pamphlets, and delivery.

TITLE: Library Binding.

FREQUENCY OF ORDERS AND QUANTITIES: Approximately 92 orders per year, with an average of 25 books per order. Orders will normally be placed quarterly from approximately 23 different libraries nation-wide including Hawaii and Alaska. Most orders will originate on the West Coast or Hawaii.

Standard Periodicals:	Approximately 21 orders per year.
Custom Periodicals:	Approximately 35 orders per year.
Library books:	Approximately 12 order per year.
Pamphlet binding:	Approximately 24 orders per year.

SIZE: Books may range in height from 8 to 16 inches, with width in proportion, and thickness not to exceed 4 inches.

GOVERNMENT TO FURNISH:

Material to be bound.

Manuscript copy for stamping titles.

Binding instructions.

Print orders.

One GPO 905 form shipping label.

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.

The contractor will provide a complete set of typefaces and fonts for case-bound stamping and a complete set of binder cover materials use in case-bound publications. Both the type and cover materials sets will be at no cost to the Government and must be provided within three workdays after receipt of award documents.

1. Thread:

The thread used for machine over-sewing must be equal to the standards recommended by the machine manufacturer.

2. Boards:

A good grade of No. 1 quality binder's board or news-board, as ordered, in accordance with the following specifications:

Binders Board: Thickness must be adapted to the size and weight of volume, and must be between .060" and .205".

3. Fabric for Covers:

Buckram in accordance with the following:

Buckram: Must be pyroxylin impregnated, and in conformance with the Department of Commerce Product Standard PS9-68, Group "F" (Heavyweight).

4. Back-Lining Material:

Back-lining material must be Canton flannel, or equal, napped on one side.

5. Reinforcing Fabric:

(a) The reinforcing fabric for end papers of most volumes must be of muslin, or equal, type of material.

(b) The reinforcing fabric for end papers of some volumes must be lightweight buckram, or equal, type of material.

6. End Papers:

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 March, 2011. http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.



End paper must be a good commercial grade of plain white MF Book End Paper, basis 25 x 38", 80 lbs. per 500 sheets; equal to JCP A50.

7. Adhesives:

Adhesives used for the backs must be a high-grade, flexible adhesive, either animal or polyvinyl resin.

8. Paste:

Paste used for casing-in must be glycol, polyvinyl resin, or an equal non-warp paste.

9. Colored Foils or Inks:

A good commercial grade may be used when so specified on the print order, binding instructions, or otherwise.

Requirements for gold or silver foil to be substituted with imitation gold or imitation silver.

After award, the contractor must furnish color samples of binding materials to the Department.

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 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. The value of the volumes lost will be determined by the Government, and will include processing costs.

Some orders may require special handling. Special handling shall be defined as volumes requiring extreme care in binding or re-binding due to excessive mending, brittle paper, excessive removal of extraneous materials, stitches, tape, etc., and other operations such as hinging, sponging, pressing, or tip-ins which may require more time than normally anticipated.

BINDING OF MAGAZINES AND PAMPHLETS:

1. Collating and Mending:

- (a)** All volumes shall be carefully checked and examined to detect any damage or peculiarities of paper or construction that may necessitate special handling or make re-binding inadvisable.
- (b)** All volumes shall be carefully collated for proper sequence, pagination, title page, index, inserts, supplements, etc.
- (c)** Inclusion or omission of covers, advertising and similar material shall be handled in accordance with the binding instructions furnished.
- (d)** Foreign language and technical magazines shall be given such special checking and collation as may be necessitated by the nature of the contents.
- (e)** All tears through print shall be mended with Japanese tissue or onionskin bond, and tears in margin with bond paper of suitable weight.

2. Preparation for Sewing:

- (a)** All double leaves, inserts and folded sheets shall be set out with strips of bond paper.
- (b)** Volumes unsuitable for over-sewing shall be prepared and reinforced for sewing through their folded sections.

3. Removing Backs:

- (a)** For magazines that are to be over- folds on the back shall be sanded off with a sanding wheel or removed by taking a very narrow trim, not more than 1/16", so as to leave maximum back margin possible.
- (b)** Magazines that come wire-stitched in bulky saddle-stitched style, and which have excessively narrow margins, shall be prepared for over-sewing by being slit with a knife by hand; in lieu of being sanded or cut off.

4. Dividing into Sections:

- (a)** Magazines that are to be over-sewn shall be divided into uniform sections, each section not to exceed .055" in thickness, except flexible pulpy paper which may be in thicker sections not to exceed .065" each.
- (b)** All sections of magazines in which paper is moderately stiff shall be scored before over-sewing. Extra stiff papers, unless hinged, shall not be over-sewn, but may be sewn through folded sections after necessary reinforcement of folds.

5. End Papers:

- (a)** All end papers shall consist of three functional parts: a pasted-down or outward end-leaf which becomes the cover lining; at least one free fly-leaf; and reinforcing fabric. The grain of the paper must be parallel to the spine.
- (b)** The following three types of end papers will be permissible:
 - (1)** Three-leaf; single reinforcement; invisible joint; with the inward fly-leaf not pasted to the middle leaf.
 - (2)** Three-leaf; single reinforcement; visible joint; with the inward fly-leaf not pasted to the middle leaf.
 - (3)** Four-leaf; double reinforcement; visible joint; with the two middle leaves pasted together forming a single leaf.

(c) The construction of end papers shall be such that the sewing will go through the reinforcing fabric the same as through the sections of the book.

(d) End papers for heavy, bulky, or large magazine volumes shall receive special reinforcement in accordance with their special needs.

6. Sewing:

Most volumes, having proper inner margins and suitable paper, shall be sewn with thread by over-sewing method, either by machine or by hand. No over-sewing shall extend more than 3/16" from the back edge of the volume and not closer than 3/8" to the head or tail of the volume after trimming. Smyth-Cleat sewing is not to be used.

7. Trimming:

All volumes shall be trimmed to sample or dummy size, per instructions.

8. Edges:

Edges shall be left plain.

9. Gluing and Lining:

(a) The backs of volumes are to be glued with an approved flexible glue, and lined with an approved Canton flannel, or equal. The flannel must extend to within 2" of the head and foot of the volume, and approximately 1-1/2" onto each end paper.

(b) Heavy and large volumes shall be reinforced with tough back-lining paper glued to the fabric lining.

10. Covers:

(a) The covers shall be made of heavyweight pyroxylin-impregnated buckram over binders 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.

(b) The cover material must be turned in sufficiently to insure good adhesion. Normally 5/8" is sufficient. All materials must conform to the standards set forth in "Specifications and Standards of Materials Furnished" hereinafter.

11. 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 volume after it has been rounded and backed. Inlay paper shall be no less than .012" not more than .030" in thickness.

12. Casing-In:

Volumes shall be cased-in with glycol paste, polyvinyl resin, or equal, non-warp adhesive. Volumes shall be pressed until thoroughly dry. The method of pressing shall be at the contractor's option. Volumes shall be cased-in in a manner which will assure a good quality product.

13. Lettering:

- (a)** Lettering shall be done after proper sizing, in clear type of a size appropriate to the volume, in style and position as instructed.
- (b)** Approved colored foils or inks may be used.
- (c)** Lettering shall generally consist of 2 lines on the spine and on the face of the case.
- (d)** 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.
- (e)** Contractor shall keep the necessary records by which the uniformity of sets may be maintained.

14. Protective Coating:

Unless specified, no volumes shall be sprayed or treated with a protective material over the lettering.

PACKING: Pack suitable quantities per shipping container.

Each shipping container must not exceed 45 pounds when fully packed.

LABELING AND MARKING: Contractor must use GPO form 905, fill in, and apply to each carton.

DISTRIBUTION: National-wide distribution with the greater-share of work coming from Hawaii and the West Coast (Washington, Oregon and California). The contractor is responsible for picking-up the Government furnished materials F.O.B. contractor city and delivery back to the agency F.O.B contractor city.

The contractor will be reimbursed by submitting shipping receipts for ground transportation for the 48 contiguous States. Orders originating out of Hawaii and Alaska will be reimbursed for pick-up and delivery by submitting your shipping receipts for second or third day air transportation.

Ordering Departments will pack volumes in boxes prior to availability for pickup.

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

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).

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

Orders must be completed and delivered to the ordering agency within 15 to 30 workdays.

The ship/deliver date indicated on the print order is the date products ordered 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.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production, which are the estimated requirements to produce 12 months' work 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 the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices."

- | | | | |
|-----|-----|-----|-------|
| I. | (a) | (1) | 500 |
| | | (2) | 25 |
| | (b) | (1) | 700 |
| | | (2) | 175 |
| | (c) | (1) | 225 |
| | | (2) | 75 |
| | (d) | | 600 |
| II. | (a) | | 15 |
| | (b) | | 20 |
| | (c) | | 4,600 |

SECTION 4.- SCHEDULE OF PRICES

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 non-responsive.

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), N/A, or blank spaces for an item may be declared non-responsive.

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.

The contractor must furnish the following binding services and materials in strict accordance with the terms and conditions set forth hereinbefore. The contractor's quoted prices must include lettering up to 8 lines of type on the spine. Additional lines on the spine will be paid for under Item II., "Additional Materials and Services."

- I. **LIBRARY BINDING:** The prices quoted must be all-inclusive for binding and/or re-binding, and must include the cost of all materials and services required for binding as per instructions and packing in accordance with these specifications.

	<u>Volumes up to 2-1/2" in Thickness -- Per Volume</u>
(a). Standard Periodicals:	
(1) Up to and including 11" in height	\$ _____
(2) Over 11" up to and including 16" in height	\$ _____
(b). Custom Periodicals, Requiring Collating:	
(1) Up to and including 11" in height.	\$ _____
(2) Over 11" up to and including 16" in height.	\$ _____
(c). Library books:	
(1) Up to 14" in height or width, per book .	\$ _____
(2) Over 14" in height or width, per book.	\$ _____
(d). Pamphlet binding, per pamphlet.	\$ _____

Initial

II. ADDITIONAL MATERIALS AND SERVICES: The prices quoted 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 services necessary, in accordance with these specifications.

(a). Volumes over 2-1/2" in thickness, per additional 1-1/2". \$ _____

(b). Additional lettering over 2 lines, cost per stamped line. \$ _____

(c). Front cover stamping, cost per stamped line. \$ _____

* * * * *

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices," initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". **Only the original is required. Do not enter bid prices on the GPO Form 910.** NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)