

1414-S	September 1, 2016 thru August 31, 2017						
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			Scantron Corporation Columbia, PA		GPO ESTIMATE		
		BASIS OF					
ITEM NUMBER	ITEM DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	
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I.	COMPLETE PRODUCT:						
(a)	Printing..... per 1,000 copies.....	500	29.52	14,760.00	28.10	14,050.00	
II.	ADDITIONAL OPERATIONS:						
(a)	PDF Proof.....per complete form.....	2	0.00	0.00	10.00	20.00	
(b)	Prior-to-Production Samples.....per 100 copies.....	2	399.00	798.00	400.00	800.00	
(c)	Slip-Sheeting.....per 100 sheets.....	100	13.88	1,388.00	20.00	2,000.00	
(d)	Shrink-wrapping.....per package.....	1,000	1.94	1,940.00	0.25	250.00	
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	TOTAL			18,886.00		17,120.00	
	DISCOUNT		2.00%	377.72	0.00%	0.00	
	NET TOTAL			18,508.28		17,120.00	
			<b>AWARDED</b>				

## QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE  
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Optical Scan Forms

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

DLA Document Services (Pensacola, FL)

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning September 1, 2016 and ending August 31, 2017, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO BETH NICOLAUS, (404)605-9160 EXT. 32707 OR E-MAIL [enicolaus@gpo.gov](mailto:enicolaus@gpo.gov). REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – AMINA HARVEY, (404)605-9160 EXT. 32712 OR E-MAIL [aharvey@gpo.gov](mailto:aharvey@gpo.gov). NO COLLECT CALLS.

THIS IS A NEW CONTRACT. No previous abstract is available.

This is a Small Purchase Term Contract. Quotes may be submitted via fax (404-605-9185/9186) or mailed to GPO, Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. GPO 910 Form is NOT required. To submit a quote, contractor must return a completed "Schedule of Prices", which is included at the end of this specification. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO website, <http://www.contractorconnect.gpo.gov>.

**Quotes due by 11:00 a.m., prevailing Atlanta, GA time, on August 23, 2016.**

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Quotation Request 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), available on the GPO website) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available on the GPO website).

**DISPUTES CLAUSE:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This clause cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>	<u>*Alternate Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs	File Setup
P-9. Solid and Screen Tint Color Match	Approved Proofs	Pantone Matching System/Scantron Inks

\*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

**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.

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

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from September 1, 2016 to August 31, 2017, 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 index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

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

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

**PAYMENT:** Submit all billing to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Publishing Office, Washington, DC 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Visit the following website for complete instructions on preparing your voucher and barcode cover page: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

**NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 11 AND 12.**

**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 September 1, 2016 through August 31, 2017, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

**REGULATIONS GOVERNING PROCUREMENT:** The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

**POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:**

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of optical scan forms, requiring such operations as electronic prepress, proofs, printing, packing, and distribution.

**TITLE:** avy Exam Answer Sheets

**FORM NUMBER:** NETPDTC 1430/2 (REV 3-2013)

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's requirements.

**All ranges/percentages/etc. herein are based on past requirements and/or anticipated requirements and are NOT to be construed as a guarantee.**

**TRIM SIZE:** 8-1/2 x 11”

**FREQUENCY OF ORDERS:** Approximately 2 orders per year

**NUMBER OF PAGES:** 2 Pages (1 Face & Back Leaf)

**QUANTITY:** Quantities will range from 150,000 to 350,000 copies per order.

**GOVERNMENT TO FURNISH:**

- Electronic print file, as reflected below (see “ELECTRONIC MEDIA”).
- Two previous printed samples to be used as visual of furnished electronic file, stock match, color match, and margin/construction guide.
- Print orders (GPO Form 2511).
- GPO Carton Labeling and Marking Specifications.
- Performance Records: A *Delivery Information Report* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed or emailed to Atlanta GPO (800-270-4758 or infoatlanta@gpo.gov) on the day shipment is due.

**ELECTRONIC MEDIA:**

- PLATFORM: Unknown
- STORAGE MEDIA: Electronic print file will be furnished via email upon award of the contract. Contractor to maintain electronic print file for subsequent reprints.
- SOFTWARE: One PDF file will be provided. All Adobe Acrobat and editing software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.
- NOTE #1: Margins are critical (MUST match furnished samples).
- NOTE #2: Contractor to set/reset GPO imprint information (located in upper right corner of face image) in 6-point sans serif type, consisting of the GPO logo and imprint followed by the current calendar year, and em dash, and the jacket number. In cases of term contracts, the print order number shall be included. The link to the copy for the new imprint line is available online at: <http://www.gpo.gov>, under “GPOVendors, Updates for Bidders”.
- NOTE #3: Additional (minor) text edits to the form may be required throughout the term of the contract.
- COLOR(s): Identified as Process Black & Color 1. If necessary, contractor to convert (i.e. print) to specified ink color, as indicated on the print order.

- FONTS: All fonts are Embedded and/or Embedded Subset.
- OUTPUT: 150 line screen (match furnished samples)

**ADDITIONAL INFORMATION:**

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- **PRIOR TO IMAGE PROCESSING, THE CONTRACTOR SHALL PERFORM A BASIC CHECK (PREFLIGHT) OF THE FURNISHED MEDIA AND PUBLISHING FILES TO ASSURE CORRECT OUTPUT OF THE REQUIRED REPRODUCTION IMAGE. ANY ERRORS, MEDIA DAMAGE OR DATA CORRUPTION THAT MIGHT INTERFERE WITH PROPER FILE IMAGE PROCESSING MUST BE REPORTED TO YOUR CONTRACT ADMINISTRATOR.**
- **THE CONTRACTOR SHALL CREATE/ALTER ANY NECESSARY TRAPPING, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.**
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.
- **UPON COMPLETION OF THIS ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL PRODUCT AND SHALL BE RETURNED ON THE SAME TYPE OF STORAGE MEDIA AS WAS ORIGINALLY FURNISHED. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.**

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**PROOFS:** Proofs will be required ONLY when indicated on the print order. If proofs are required, the type of proofs (PDF or Prior-to-production Samples) will be specified on the print order.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted. Contractor is responsible for all costs incurred in the delivery and pickup of proofs.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

**-PDF "SOFT" PROOF:** One PRESS QUALITY PDF proof (for content only) to be emailed to the agency, as indicated on the print order. PDF proof must be ripped using the same Raster Image Processor (RIP) that will be used to produce the product. Proof MUST show color and contain crop marks. **THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION.** NOTE: Contractor must call recipient to confirm receipt.

When required, PDF proofs will be withheld not longer than 2 workday(s) from date of receipt by the Government\*\* to receipt in contractor's plant (approval via email).

\*\*NOTE: The date of receipt by the Government is NOT considered the first workday.

**-PRIOR-TO-PRODUCTION SAMPLES:** The prior-to-production samples requirements for this contract is not less than ONE HUNDRED (100) printed/constructed samples. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Prior-to-production samples, when required, will deliver to Pensacola, FL 32509. Complete address and contact information will be provided on the print order.

Prior-to-production samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

The Government will approve, conditionally approve, or disapprove the samples within 5 workday(s) of the receipt thereof\*\*. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. **SAMPLE(S) WILL NOT BE RETURNED TO THE CONTRACTOR UNLESS CHANGES ARE REQUIRED.** All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

**STOCK/PAPER:**

White Mark Reflex, Scantron Optical Scan Form, Basis Weight 24 lb.\*\*

\*\*ABSOLUTE EQUAL – NO SUBSTITUTIONS ALLOWED.

**PRINTING:**

Form prints type, rule, solid, screen, timing marks, and response bubbles on face and back in Black and one Pantone and/or Scantron ink color. Prints head to head. NOTE: Ink used for optical scan content must be reflective and suitable for processing through the optical scanning equipment listed below. Machine readable timing marks must be printed in non-reflective ink.

Match Pantone and/or Scantron number(s) as indicated on the print order. NOTE: Current ink colors are Black & Scantron Woodland 53.

**NOTE:** Contractor must guarantee performance on OPSCAN iNSIGHT 70 Model T1-01 and iNSIGHT 150 Model T1-02. These are high-speed scanners, located in a humidity and temperature controlled room. Answer sheet paper thickness, image color, quality, and alignment are critical to conducting valid scans.

**INK:** Ink used for optical scan content must be reflective and suitable for processing through the optical scanning equipment listed above. Machine readable timing marks must be printed in non-reflective ink.

If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

**MARGINS:** Follow file setup/previous printed samples. **MARGINS ARE CRITICAL AND MUST MATCH FURNISHED SAMPLES.**

**BINDING:** Trim 4 sides.

**PACKING:**

Slip-sheeting: Partial copies (25,000 to 125,000 copies, per order) will require a colored slip-sheet inserted between every 10 copies. **NOTE:** Color of slip sheet must be a different color than the ink color on the form.

Shrink-wrapping: All orders will require product to be shrink-wrapped in quantities, as indicated on the print order (usually 500 copies per package).

Packing: Pack in suitable (**new**) shipping containers, with total carton weight not to exceed 45 lbs.

**LABELING AND MARKING:** Reproduce shipping container label from furnished copy, fill in applicable fields and attach to each shipping container.

**DISTRIBUTION:** All orders deliver f.o.b. destination to Pensacola, FL 32509. Complete address will be provided on the print order.

**NOTE:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Dallas Reddick (dallas.reddick@dla.mil). The subject line of this message shall be "Distribution Notice for Program 1414-S, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

**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). **NOTE:** The print order, along with any requested changes to the form, will be emailed to the contractor. Contractor must acknowledge receipt of order by replying to order originator's email.

The following schedules begin upon notification of the availability of print order and furnished material.

Orders Requiring Proofs: Complete production and distribution must be made within 25-30 workdays\*.

Orders Without Proofs: Complete production and distribution must be made within 20-30 workdays\*.

\*The delivery date will be based on the needs of the Government, and will be indicated on the print order.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination 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 offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders 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 during the term of the contract.

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

- I. (a) 500
  
- II. (a) 2  
(b) 2  
(c) 100  
(d) 1,000

**SECTION 4.- SCHEDULE OF PRICES**

GPO Atlanta Facsimile Number: (404)605-9185/9186

**Quotes due by: 11:00 a.m. / Date: August 23, 2016**

BIDDERS NAME AND SIGNATURE: Fill out and return\* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) (Zip)

\_\_\_\_\_  
(Person to be Contacted) (Date) (State Code/Contractor's Code)

\_\_\_\_\_  
(Telephone Number) (E-mail address)

\*\*\*\*\*  
**\*You may FAX the Schedule of Prices pages to the above number or you may mail to: GPO, Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.**

**NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.**

\*\*\*\*\*

**PAYMENT TERMS:**

Discounts are offered for payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

\*\*\*\*\*

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

\*\*\*\*\*

Quotes offered are f.o.b. destination.

Bidder must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, 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.

Quotes submitted with NQ (No Quote) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or

unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.**

I. **COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exception of Item II.

(a) Printing .....per 1,000 copies.....\$ \_\_\_\_\_

II. **ADDITIONAL OPERATIONS:** The prices offered for each of the following items must be all-inclusive for the performance of operations 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) PDF Proof .....per complete form.....\$ \_\_\_\_\_

(b) Prior-to-production Samples.....per 100 copies.....\$ \_\_\_\_\_

(c) Slip-sheeting.....per 100 sheets.....\$ \_\_\_\_\_

(d) Shrink-wrapping.....per package .....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)