

TITLE Connecticut Guardian Newsletter Dept. of Army

ITEM NO.	DESCRIPTION	BASIS OF AWARD	Day Printing		INTERMOUNTAIN COLOR/ dba signature Offset		Day Publishing	
			UNIT	COST	UNIT	COST	Unit	Cost
I	PRINTING/BINDING/DELIVERY							
(a)	32-Page Issue							
(1)	Makerady and/or Set-up.....	12	1032.00	12,384.00	8782.27	105387.24	1,032.0	12384
(2)	Running.....Per 1,000 copies...	90	123.00	11,070.00	99.53	8957.70	137.0	12330
II	Proofs	12	100.00	1,200.00	225.0	2700.00	16.0	192.0
III	ADDITIONAL OPERATIONS							
(a)	Labeling or printing direct, wafer additional folding (for mailing)....per 1,000 copies....	90	27.00	2,430.00	173.85	15646.50	\$18.00	1,620.0
	TOTAL			\$27,084.00		132691.44		26,526.0
	DISCOUNT		0.00	0.00	0.0	0.0	0.0	0.0
	NET TOTAL			\$27,084.00		132,691.4		26,526.0
				AWARDED				PREVIOUS

U.S. GOVERNMENT PRINTING OFFICE
Boston, MA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
"Connecticut Guardian" Newsletter
a requisitioned from the U.S. Government Printing Office (GPO) by the
Department of the Army

Single Award

BID OPENING: Bids shall be publicly opened at 11:00 A.M., prevailing Boston Massachusetts time, on April 2, 2015.

CONTRACT TERM: The term of this contract is for the period beginning Date of Award, and ending March 31, 2016 plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Boston Regional Printing Procurement Office, Room E-270, 15 New Sudbury Street, Boston, MA 02203-0002. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the Boston RPPPO, Fax No. (617) 565-1385 or 1386. 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. **NOTE: TELEPHONE BIDS WILL NOT BE ACCEPTED. BIDS RECEIVED AFTER 11:00 A.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

NOTE: NCOA Requirement: Contractor must insure that mailing lists are NCOA certified in accordance with USPS MOVE Update Standard (DMM USPS 230a, January 4, 2010). Submission of a USPS NCOA Processing Acknowledgement Form is required with each shipment delivery to the Post Office.

SECTION I. - GENERAL TERMS AND CONDITIONS

REPORTS OF FRAUD, WASTE, AND ABUSE: Reports of Fraud, Waste, and Abuse can be made in strict confidence to the GPO Inspector General toll-free National Hotline 1-800-743-7574.

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

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.
GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: 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. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing 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 offer or should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

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.

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	Electronic Media/ OK'd color Proofs
P-8. Halftone Match (Single and Double Impression)	Electronic Media/ OK'd color Proofs
P-10. Process Color Match	Electronic Media/ OK'd color Proofs

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.

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 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 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. 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 Seasonally Adjusted," published monthly in the CPI Detailed Report by the 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 For All Urban Consumers – Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period 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.

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.

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 April 01, 2015 through March 31, 2016 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.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, DC 20401. Or via FAX: (202)512-0992 or 0993.

TO EXPEDITE PAYMENT FROM GPO, USE THE BAR CODE COVER SHEET. REFER TO THE FOLLOWING WEB PAGES FOR INSTRUCTIONS.

Bar Code Cover Sheet: (<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>)

Getting Paid Quickly: (<http://www.gpo.gov/vendors/payment.htm#billing>)

GPO Billing Instructions: (<http://www.gpo.gov/vendors/billing.htm>)

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of a newsletter requiring such operations as image processing from furnished electronic media, furnishing electronic proofs, printing in 4-color process and black and white, binding, folding, inkjet address labels, sealing with wafer seals, packing, mailing and bulk delivery.

TITLE: "Connecticut Guardian" Newsletter.

FREQUENCY OF ORDERS: Monthly, 12 issues per year are anticipated, however, one or two additional issues may be ordered.

QUANTITY: Approximately 7,200 to 8,000 copies per order with an average of 7,500 copies per order.

NUMBER OF PAGES: The publication will contain 32 pages.

Note: Pages S1 –S4 are inserted in center of paper

TRIM SIZE: FLAT: Approx. 22 x 12" Construction Flat: Approx. 11 x 12

Fold all mailing to copies to approx. 10.75 x 6.25 (top approx. 5-1/2 x bottom approx. 6-1/2 with 1/2" lip)

Note: Not a perfect fold (un-even fold), contains a lip.

The balance ship flat: approx. 11 x 12

GOVERNMENT TO FURNISH: Electronic media produced in Adobe Acrobat press ready PDF format, and mailing address files in MS Excel, sorted in ZIP Code order, will be furnished via transfer to vendor's FTP site.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Boston Regional Printing Procurement Office.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall have available all the screen and printer fonts required to successfully output each page.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables). The digital deliverables must be an exact representation of the final printed product and shall be returned on a suitable type of storage media.

CONTRACTOR TO FURNISH: An FTP address to allow upload of digital file(s) to produce newsletter. As well as 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 may be required for each order.

The contractor will be required to submit one set of digital color content proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed and folded to the finished size of the product.

SWOP certified inkjet proofing systems will be acceptable. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

For list of approved systems go to: www.swop.org/certmfg.html

At contractor's option, full color film based proofing will be acceptable.

If digital proof is to be provided, contractor must notify the customer that proof is available for review and provide URL address or FTP site that customer can access to review proof and make comments.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

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

Newsprint (40% postconsumer fiber), (basis weight: 28 lbs. per 500 sheets, 24 x 36"), equal to JCP Code A10.

PRINTING: Print text head-to-head. For each issue, the entire order prints approximately 6 to 12 pages in 4-color process, with an average of 8 pages printing in 4-color process, and the remaining pages in black ink only. No blanks.

MARGINS: Per copy. No bleeds.

BINDING: Approximately average 7,532 copies fold, collate, and trim three sides to 10.75 x 6.25".

Approximately 7,532 copies fold to 10.75 x 6.25" for addressing, and mailing.
The remaining approximately 283 copies are to be bulk shipped flat to one location.

NOTE: Actual quantity to be mailed/bulk shipped will be determined by the address count of the supplied Excel address file.

LABELING: Contractor must create recipient address labels from furnished excel distribution lists and affix mailing labels or directly imprint addresses on last page (back cover) in top blank area to be mailed as self-mailers. Addresses are not in zip code order, contractor must zip sort.

SEALING NEWSLETTERS (WAFER SEALS) AND MAILING: Wafer seal according to postal regulation with the HARTFORD USPS POST OFFICE, 141 WESTON STREET, HARTFORD, CT, 06101-9000. In accordance with USPS postal regulations (stapling is not acceptable) and affix/print address label for mailing. Address mailing labels to be placed or printed on the last (outside) page, at the top and to the left of the "postage paid" stamp. Mailing labels or printed addresses must not cover or obscure any text or graphic element.

PACKING: Contractor to wrap bulk delivery copies in units of no more than 25 per bundle, and pack in shipping cartons suitable for safe delivery at destination. All wrapping and packing materials are to be furnished by the contractor.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): When departmental random copies are ordered, the total number of forms in the order shall be divided into 80 equal sublots. A random sample newsletter shall be selected from each subplot. A newsletter represents one (1) sample item. Each sample shall be chosen from a different general area of each subplot.

These randomly selected samples shall be packed together and shall be identified by special Government-furnished blue labels (GPO Form 2678) one of which shall be affixed to the outside of each container of samples. These samples shall be recorded separately on all shipping documents and sent in accordance with the distribution list. If the shipping list does not specify a destination, the departmental random copies shall be sent to the destination receiving the largest quantity. The departmental random copies constitute a part of the total quantity ordered and no additional charge will be allowed.

In addition, a copy of the "Specifications" or "Print Order" (GPO Form 2511) along with the signed "Selection Certificate" (GPO Form 917), which will be furnished, shall be included with the samples.

A copy of the Government-furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any (maximum quantity of 20). When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, and must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to 2 destinations.

Mailer Destination (1)

An average of approximately 7,532 copies per order (self-mailers with furnished postage and fees paid mailing labels affixed):

Deliver to:

HARTFORD USPS POST OFFICE
141 WESTON STREET
HARTFORD, CT, 06101-9000.

Contractor is responsible for mailing single copies through the USPS at this USPS location.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712-Certification of Conformance (Rev. 1-85), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

The contractor is cautioned that labels "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Contractor must insure that mailing lists are NCOA certified in accordance with USPS MOVE Update Standard (DMM USPS 230a, January 4, 2010). Submission of a USPS NCOA Processing Acknowledgement Form is required with each shipment delivery to the Post Office.

MAIL REQUIREMENTS: The agency will provide their mailing permit. All mailing must be at the rate class that will provide the overall lowest mailing costs. The contractor must maximize the use of automation discounts for the rate class mailed, as applicable. Individually imprint recipient addresses on the mail units by direct imprinting, labeling, or other method acceptable by USPS regulations for the mail class being used. Upon completion of mail distribution and certification of all mailing copies the contractor must submit PS Form 3602R with their GPO invoice.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" as applicable. The contractor must provide CASS and NCOA (move) certified software for matching ZIP + 4, bar-coding, and presorting for maximum postal automation discounts (as applicable). Any mail copies whose address cannot be CASS/NCOA certified and cannot be mailed, but must sent to: Same as proof address.

Contractor must maintain 100% accountability in the accuracy of imaging and mailing of all pieces throughout run. The Contractor must ensure that there are no missing or duplicate pieces and/or pieces with mis-imaged data. The Contractor must also insure that no defective pieces enter the mail stream

SECURITY: The information provided for this contract is considered sensitive. The processing and production and storage of this information require the greatest possible care in handling to ensure against any copies (or any information therein) from reaching unauthorized persons.

NOTE: Prior to award, the contractor will be required to submit a written explanation as to how the contractor will safeguard the data provided by the agency. Explanation must be submitted via email to arich@gpo.gov or fax to (617)565-1385

SECURITY WARNING: It is the contractor's responsibility to properly safeguard Personally Identifiable Information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information includes but is not limited to a person's name, date of birth, Social Security Number, address, or financial data.

For the purposes of this procurement, PII includes: Information about an individual that identifies, links, relates or is unique to, or describes him or her (e.g., a social security number; age; marital status; race; salary; home telephone number; other demographic, biometric, personnel, medical, and financial information). Also, information that can be used to distinguish or trace an individual's identity, such as his or her name; social security number; address, date and place of birth; mother's maiden name; and biometric records, including any other personal information that is linked or linkable to a specified individual.

Balance of copies destination (2) to:

Deliver remaining approximately 283 copies that must be wrapped and shipped flat in bundles of 25 count in suitable shipping containers f.o.b. destination:

Deliver to:

NATIONAL GUARD ARMORY
360 BROAD STREET
HARTFORD CT 06105-3706
Attn: Debra Newton

Bulk Mailing Permit will be vendor's responsibility (Hartford CT).

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

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

The contractor must return all Government furnished material. The contractor must be able to produce a separate receipt for these materials at any time during the contract.

1. At noon, 5 workdays prior to delivery date, electronic media will be available for uploading to the contractor's FTP site (print order will be faxed or emailed).
The mailing Excel file will be available for electronic transfer through contractor's FTP site.
2. If requested by customer, contractor must submit one set of digital color content proofs in time to meet the delivery date. The Government will withhold the proof 1 workday.
3. Mailed Newsletter must be delivered to the Hartford Post office within 5 workdays and deliver balance to the NG Armory within 5 workdays after availability of furnished material.

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 one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period.

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

	(1)	(2)
I.	(a)	12 94
II.	(a)	12
III.	(a)	91

Bid must be sent to the address indicated below.

In order to ensure proper processing of all bids, the following information is required on all bid envelopes.

Program No: 1104-S	POSTAGE STAMP REQUIRED HERE
From _____	
Address _____ _____	
(Please check appropriate box) <input type="checkbox"/> BID <input type="checkbox"/> NO BID	
U.S. Government Printing Office BOSTON RPPO JFK Federal bldg. Room E-270 15 New Sudbury Street Boston MA 02203-0002	
Bids will be received until _____ At 2 P.M. Prevailing Eastern Time	

SECTION 4. - SCHEDULE OF PRICES

Bids submitted are f.o.b. destination.

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 quote that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

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

I. PRINTING AND BINDING, ETC: The prices quoted are all inclusive and include the cost of image processing from electronic media, furnishing proofs, plate-making, press make-ready, printing entire issue in 4-color process, paper (including make-ready and running spoilage), setting bindery equipment, all folding, inseting, trimming, wafer sealing, affixing mailing labels to self-mailers, mailing, packing balance, and delivery.

	<u>Make-ready and/or Setup</u> (1)	<u>Running 1,000 Copies</u> (2)
(a) 32-Page Issue.....	\$ _____	\$ _____
II. Proofs.....	\$ _____	

III. ADDITIONAL OPERATIONS

(a) Labeling or printing direct, wafer and additional folding (for mailing)per 1,000 copies... \$ _____

(Initials)

BIDDERS NAME AND SIGNATURE: Fill out and return via telefax or mail all pages in "Section 4. - Schedule of Prices". The contractor must initial or sign each page in the space provided.

DISCOUNTS ARE QUOTED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days.
(Refer to Article 12, "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Bidder: _____

(City - State)

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

(Person to be contacted)

(Telephone Number)

GPO Form 910
(R 8-01) P.57021-4
Part 1
ORIGINAL

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department
BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) will be made from: City _____, State _____

(The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____ Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Signature _____

GPO Contractor Code (if known) _____ Date _____

Telephone Number _____ Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(Initials) (Initials)

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS.

R-1. Small business. By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

R-2. Small Disadvantaged Business Concern. By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

R-3. Women-Owned Small Business Concern. By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

CERTIFICATIONS.

C-1. Covenant Against Contingent Fee. Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

C-2. Buy American Certification. Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

C-3. Clean Air and Water. Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

C-4. Certificate of Independent Price Determination. Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that:

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Jan. 1999). By submission of a bid--

(a)(1) The offeror certifies, to the best of its knowledge and belief, that--

(i) The offeror and/or any of its principals--

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(3) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager; head of a subsidiary, division or business segment, and similar positions).

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 Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will--

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods);

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.