

PROGRAM No. 2570-S Date of Award thru November 30, 2017 plus 4 option years

TITLE: Security Cooperation Training Books (Green and Red Books)

Defense Institute of Security Cooperation Studies (DISCS)

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	Digital Impressions Fredericksburg, VA		JB Printing/ O'Keefe Publishing Kalamazoo, MI		WBC Inc, dba Lithexcel Albuquerque, NM 87106		Lopez Printing San Antonio, TX		McDonald & Eudy Printers, Inc. Temple Hills, MD		Production Press Jacksonville, IL		Thunderbird Press Titusville, FL	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT															
A.	Green Book, per issue															
(a)	2-Piece Cover															
(1)	Makeready and/or Setup.....	4	N/C	0.00	152.00	608.00	286.00	1,144.00	1000.00	4,000.00	800.00	3,200.00	200.00	800.00	100.00	400.00
(2)	Running per 100 copies.....	57	7.90	450.30	6.40	364.80	150.00	8,550.00	25.00	1,425.00	40.00	2,280.00	82.50	4,702.50	15.00	855.00
(b)	Text Pages (printed or blank)															
(1)	Makeready and/or Setup.....	2,718	N/C	0.00	2.24	6,088.32	1.50	4,077.00	5.00	13,590.00	4.75	12,910.50	6.57	17,857.26	3.00	8,154.00
(2)	Running per 100 copies.....	38,994	1.98	77,208.12	1.55	60,440.70	2.00	77,988.00	2.95	115,032.30	0.87	33,924.78	0.89	34,704.66	1.70	66,289.80
B.	Red Book, per issue:															
(a)	2-Piece Cover															
(1)	Makeready and/or Setup.....	2	N/C	0.00	152.00	304.00	286.00	572.00	1000.00	2,000.00	800.00	1,600.00	200.00	400.00	100.00	200.00
(2)	Running per 100 copies.....	12	7.90	94.80	6.40	76.80	150.00	1,800.00	25.00	300.00	45.00	540.00	82.50	990.00	15.00	180.00
(b)	Text Pages (printed or blank)															
(1)	Makeready and/or Setup.....	292	N/C	0.00	2.24	654.08	2.00	584.00	5.00	1,460.00	5.75	1,679.00	6.57	1,918.44	3.00	876.00
(2)	Running per 100 copies.....	1,756	1.98	3,476.88	1.55	2,721.80	2.00	3,512.00	2.95	5,180.20	0.87	1,527.72	1.42	2,493.52	1.70	2,985.20
	CONTRACTOR TOTAL:			\$81,230.10		\$71,258.50		\$98,227.00		\$142,987.50		\$57,662.00		\$63,866.38		\$79,940.00
	PROMPT PAYMENT DISCOUNT:		2.00%	\$1,624.60	3.00%	\$2,137.76	1.00%	\$982.27	1.00%	\$1,429.88	1.00%	\$576.62	5.00%	\$3,193.32	2.00%	\$1,598.80
	DISCOUNTED TOTAL:		20 Days	\$79,605.50	20 Days	\$69,120.74	20 Days	\$97,244.73	20 Days	\$141,557.62	20 Days	\$57,085.38	20 Days	\$60,673.06	20 Days	\$78,341.20

AWARDED

Abstracted by: Teri Doughty-Shoffstall 10/28/2016

Reviewed by: RLW

Contract Awarded to: McDonald & Eudy Printers

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Security Cooperation Training Books
(Green and Red Book)**

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

Defense Security Cooperation Agency,
Defense Institute of Security Cooperation Studies (DISCS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending November 30, 2017, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the *“OPTION TO EXTEND THE TERM OF CONTRACT”* clause in Section 1 of this contract.

SUBMIT QUOTE TO: U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date or telefax your reply to Columbus Regional Office (614) 488-4577. **Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time,

October 26, 2016.

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME, LATE QUOTES WILL NOT BE CONSIDERED.

Minor changes are scattered throughout.

For information of a technical nature call Russell Woodmancy at (614) 488-4616, ext. 8 (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. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

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

More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

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 bidder 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. This shall include an image reproduced by any means. Except for (P-9) Solid or Screen Tints Match will be at Level II.
- (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	(1) Approved Preproduction Samples; (2) Furnished Files
P-9. Solid and Screen Tint Color Match	(1) Approved Preproduction Samples; (2) Pantone Matching System

OPTION TO EXTEND THE TERM OF CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (November 30, 2021) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “*EXTENSION OF TERM OF CONTRACT*” clause. See also “*ECONOMIC PRICE ADJUSTMENT*” for authorized pricing adjustment(s).

EXTENSION OF TERM OF CONTRACT: 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 **Date of Award through November 30, 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 “*Consumer Price Index For All Urban Consumers - Commodities Less Food*” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **August 31, 2016** 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.

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

Note: This contract does not have a Paper Price Adjustment clause.

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.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through November 30, 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*” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus Regional Office via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Two workdays before voucher is sent to Washington, D.C., a copy of the voucher, must be e-mailed to the address(es) provided after award. At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "SECTION 4. -SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of 2-piece cover books requiring such operations as electronic prepress, pre-production samples, printing cover in Pantone ink color and lamination, imaging text pages in black, plastic coil binding, packing, and delivery.

TITLE: Security Cooperation Training Books (Green and Red Books)

Specifications apply equally to both Green and Red Book orders unless otherwise noted.

FREQUENCY OF ORDERS:

Green Book approximately 4 orders per year.

Red Book approximately 2 orders per year.

TRIM SIZES: 8-1/2 x 11”

QUANTITY:

Green Book: Approximately 1,100 to 2,000 copies per order with an occasional order at approximately 600 copies.

Red Book: Approximately 400 to 800 copies per order.

NUMBER OF PAGES:

Green Book: Approximately 600 to 700 text pages per order plus 2-piece cover.

Red Book: Approximately 140 to 160 text pages per order plus 2-piece cover.

GOVERNMENT TO FURNISH:

Electronic Media:

Operating System MAC OS 10.6.8.

Storage Media: Furnished material to be provided as PDF via e-mail or contractor maintained FTP site. An occasional order may be sent via CD at government’s expense.

Software – Green Book: Cover in Adobe Illustrator CS5 and Text layout in Adobe InDesign CS5 and converted to PDF.

Software – Red Book: Cover in Adobe Illustrator CS5 and Text layout done in MS Word and converted to PDF.

Color(s): May be identified as one or more of the following: RGB, CMYK, and/or Pantone/Spot colors. Contractor to convert all RGB and CMYK colors to Pantone colors listed under “*PRINTING*”, color builds are not allowed.

Note: Versions may be upgraded during the term of the contract.

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 Columbus GPO Contracting Officer prior to further performance.

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.

Digital Deliverables: If contractor is required to make revisions, the contractor shall, prior to making revisions, copy the files and make all changes to the copy. No revisions are to be made to furnished files.

Delivery/shipping status report form.

Form 905 (R. 3/90) "*Labeling and marking specifications*".

GPO Form 2511, Print Order.

Blue Label and Selection Certificates.

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.

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.

PRE-PRODUCTION SAMPLES:

Two Pre-Production Samples must be produced on the same equipment to be used for production of the finished product. Samples will be inspected and must comply with the specifications as to kind and quality of materials, and quality of reproduction. Increase quality level for screen values, must be consistent and within tolerance as defined under "*Printing/Imaging*" and "*QA Levels/Standards*" for Level II.

Prior to the commencement of production of the contract production quantity, the contractor shall submit the samples, to the DISCS/DM Attn: Douglas Simmons and Kelly Miller, address indicated under "*Distribution*".

The package must be marked "*PRE-PRODUCTION SAMPLES DO NOT DELAY*"; and must include the GPO jacket number, program, print order number, dept. requisition number, and title.

After pickup of material and print order, it is the responsibility of the contractor to submit the preproduction samples in sufficient time to allow Government inspection of the samples and production and shipment of the final product to meet the required delivery date. The Government will approve, conditionally approve, or disapprove the samples within **three workdays** of receipt thereof by telephone, fax, or e-mail.

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 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 article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. 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: The specifications of all stock/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.

Cover: White Litho Coated Cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L10.

Text: White Plain Copier, Xerographic, Laser Printer, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-63. Or at contractor's option, White Writing, basis weight 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

PRINTING/IMAGING: Print head to head.

Green Book 2-Piece Cover: Print Covers 1 and 4 in solid Green PMS 347 full bleed with type and fine line art reversing out to white. Covers 2 and 3 are blank.

Red Book 2-Piece Cover: Print Covers 1 and 4 in solid Red PMS 032 full bleed with type and fine line art reversing out to white. Covers 2 and 3 are blank.

Text Pages: Print/Image black type and line matter with scattered halftones and 10% screen areas throughout. No bleeds.

Cover and Text pages: Contractor has the option to print by offset or image by digital printing. The product may be produced via conventional offset or digital printing provided that Quality Level standards are maintained including Pantone number. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology and be able to maintain a 10% screen.

MARGINS: Maintain margins as indicated on copy.

BINDING/FINISHING:

Laminating: Laminate all covers (front and back, both sides) with a clear, non-yellow, gloss finish, film laminate 3 to 5 mil thickness after printing/imaging, contains no trapped foreign particles or air bubbles. Flush cut to edges.

Plastic Coil Binding: Punch cover and text pages suitable for coil binding and bind with plastic coils. Bind on left edge.

Green Book bind with black plastic, minimum 120 gauge (.120" thick).

Red Book bind with white plastic, minimum 105 gauge (.105" thick).

PACKING: Pack in shipping containers. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

Green Books: Pack 5 or 8 books per container, unless otherwise noted on Print Order.

Red Books: Pack suitably, containers are not to exceed 30 lbs. when fully packed.

LABELING AND MARKING: Refer to GPO Contract Terms 310.2 and furnished Form 905.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50

- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address indicated under "Distribution".
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

Deliver to: DISCS/DM, ATTN: Douglas Simmons and Kelly Miller, 2475 K Street, BLDG. 52, Room 324, Wright Patterson AFB, OH 45433-7641 unless otherwise stated on the individual print order.

A copy of the print order/specification and a signed Government-furnished certificate of selection, must be included.

DISTRIBUTION:

Green Book and Red Book Bulk Destination:

DISCS Copies, Deliver at destination - f.o.b. destination: Number of copies will be indicated on the Print Order. This location does NOT have a forklift or dock, or any kind of equipment to get the pallets off the truck. Contractor must provide this service. Inside Delivery is required. The agency does have a pallet jack available for the contractor to use if needed to move the pallet(s) once on the ground to the freight elevator and upstairs.

NOTE: The contractor also must contact John Kitchen 937-713-3295 for security clearance delivery instructions, 48 hours prior to delivery.

DISCS/DM, ATTN: Douglas Simmons and Kelly Miller, 2475 K Street, BLDG. 52, Room 324, Wright Patterson AFB, OH 45433-7641 unless otherwise stated on the individual print order.

ADDITIONAL Green Book Shipments:

DISCS Copies, Ship via contractor’s city, reimbursable small common carrier: Contractor will be reimbursed for small common carrier by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing. Each order may have up to 5 additional destinations. Quantities will be in increments of 5 books up to 50 books per destination within the contiguous United States.

GPO Copies, Ship f.o.b. destination: The copies going to the following two destinations have inner packing requirements. The inner packaging consist of individual mailing cartons (one copy per carton) with the title only printed, approximately ¼” to 3/8” high characters, on the spine of each carton. Then packed individual cartons into shipping containers.

15 Copies to: BAC (By-Law) 1521-01, Library of Congress, U.S./Anglo Division, U.S. Government Documents section, 101 Independence Ave., S.E., Washington, D.C. 20540-4274,
Marked: Depository File Copies.

388 copies to: BAC (FDLP) 1520-01, U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986
Marked Depository **Item: 0306**

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) via e-mail or through the contractor’s FTP site.

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

The numbers under the column headed “*WD After*” represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor to deliver Prior to Production Samples.....	5
Contractor to pick-up Prior to Production Sample*	3
Complete ship/deliver product	10

** If revised pre-production samples are required, contractor must submit them within 2 workday(s) and pickup edited pre-production samples within 1 workday. See page 7 “PRE-PRODUCTION SAMPLES”.*

DISCS Copies: The ship/deliver date indicated on the print order is the date product ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and f.o.b. contractor city products to be entered into the U.S. Post Office/Small Common Carrier for mailing/shipping.

GPO Copies: The ship/deliver date indicated on the print order is the date product to be entered into the Small Common Carrier system for shipping.

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 voucher for payment.

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. All expenses incidental to pickup/return of preproduction samples must be borne by the contractor.

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 for a like period of time.

The following item designations correspond to those listed in the “*Schedule of Prices*”.

		(1)	(2)
I.	A. (a)	4	57
	(b)	2,718	38,994
	B. (a)	2	12
	(b)	292	1,756

Page 12 is Blank

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Wright Patterson AFB, Washington DC and Laurel MD. Ship f.o.b. contractor city reimbursable small common carrier to a number of locations within the contiguous United States.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

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

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

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

Fractional parts of 100 will be prorated at the per 100 rate.

I. COMPLETE PRODUCT: The prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations necessary for complete production and delivery.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
A. Green Book, per issue:		
(a) 2-Piece Covers.....	\$ _____	\$ _____
(b) Text Pages (printed or blank)	\$ _____	\$ _____
B. Red Book, per issue:		
(a) 2-Piece Covers.....	\$ _____	\$ _____
(b) Text Pages (printed or blank)	\$ _____	\$ _____

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided. See Page 1 for instructions on how and where to submit quotation.

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

Bidder _____

(Street Address) (City) (State) (Zip Code)

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

(Person to be Contacted) (Telephone Number) (Fax Number)

(Contractor Code Number if Known) (e-mail address)

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE