

PROGRAM 1462-S		TERM: DOA through March 31, 2016 (options through 2020)										
		Colonial Printing Huntsville, AL			Harris and Company, Inc. Salem, OH		Production Press Jacksonville, IL		WBC Inc. dba Lithexcel Albuquerque, NM		GPO ESTIMATE	
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. COMPLETE PRODUCT:												
1. Flat Sheets												
(a) Four Color Process												
(A) Format A - per printed side												
(1)	Makeready and/or Setup	12	50.00	600.00	50.00	600.00	69.50	834.00	88.00	1,056.00	50.00	600.00
(2)	Running rate per 100 copies	162	5.00	810.00	1.50	243.00	3.19	516.78	3.00	486.00	1.50	243.00
(B) Format B - per printed side												
(1)	Makeready and/or Setup	32	60.00	1,920.00	50.00	1,600.00	74.00	2,368.00	110.00	3,520.00	50.00	1,600.00
(2)	Running rate per 100 copies	355	10.00	3,550.00	2.00	710.00	3.82	1,356.10	4.00	1,420.00	2.00	710.00
(C) Format C - per printed side												
(1)	Makeready and/or Setup	2	60.00	120.00	60.00	120.00	90.00	180.00	110.00	220.00	60.00	120.00
(2)	Running rate per 100 copies	20	20.00	400.00	2.50	50.00	4.37	87.40	5.00	100.00	2.50	50.00
(D) Format D - per printed side												
(1)	Makeready and/or Setup	2	250.00	500.00	75.00	150.00	122.00	244.00	232.00	464.00	75.00	150.00
(2)	Running rate per 100 copies	12	30.00	360.00	3.00	36.00	6.72	80.64	5.00	60.00	3.00	36.00
(b) Additional Ink (Varnish/Aqueous)												
(A) Format A - per printed side												
(1)	Makeready and/or Setup	2	300.00	600.00	25.00	50.00	10.00	20.00	30.00	60.00	25.00	50.00
(2)	Running rate per 100 copies	50	2.00	100.00	1.00	50.00	0.28	14.00	1.00	50.00	1.00	50.00
(B) Format B - per printed side												
(1)	Makeready and/or Setup	2	300.00	600.00	25.00	50.00	14.00	28.00	48.00	96.00	25.00	50.00
(2)	Running rate per 100 copies	2	2.00	4.00	1.00	2.00	0.47	0.94	1.60	3.20	1.00	2.00
(C) Format C - per printed side												
(1)	Makeready and/or Setup	2	300.00	600.00	25.00	50.00	16.00	32.00	48.00	96.00	25.00	50.00
(2)	Running rate per 100 copies	2	2.00	4.00	1.25	2.50	0.62	1.24	2.50	5.00	1.25	2.50
(D) Format D - per printed side												
(1)	Makeready and/or Setup	2	300.00	600.00	25.00	50.00	19.50	39.00	48.00	96.00	25.00	50.00
(2)	Running rate per 100 copies	2	2.00	4.00	1.50	3.00	0.80	1.60	3.00	6.00	1.50	3.00
2. Saddle-stitch Pamphlets												
(a) Four Color Process												
(A) Format A - per page												
(1)	Makeready and/or Setup	8	25.00	200.00	25.00	200.00	22.00	176.00	50.00	400.00	25.00	200.00
(2)	Running rate per 100 copies	8	8.00	64.00	0.75	6.00	0.37	2.96	3.00	24.00	0.75	6.00
(B) Format B - per page												
(1)	Makeready and/or Setup	112	25.00	2,800.00	25.00	2,800.00	38.00	4,256.00	68.00	7,616.00	25.00	2,800.00
(2)	Running rate per 100 copies	600	12.00	7,200.00	1.00	600.00	0.81	486.00	4.00	2,400.00	1.00	600.00
(b) Additional Ink (Varnish/Aqueous)												
(A) Format A - per page												
(1)	Makeready and/or Setup	8	200.00	1,600.00	15.00	120.00	8.75	70.00	30.00	240.00	15.00	120.00
(2)	Running rate per 100 copies	8	3.00	24.00	0.75	6.00	0.40	3.20	1.00	8.00	0.75	6.00
(B) Format B - per page												
(1)	Makeready and/or Setup	2	200.00	400.00	15.00	30.00	10.70	21.40	30.00	60.00	15.00	30.00
(2)	Running rate per 100 copies	20	3.00	60.00	1.00	20.00	0.52	10.40	1.50	30.00	1.00	20.00
II. PAPER - Per 100 Leaves:												
(a) White No. 2 Coated Text, Dull Finish (80lb.)												
(1)	Format A	1	2.00	2.00	1.43	1.43	0.67	0.67	1.50	1.50	1.43	1.43
(2)	Format B	1	4.00	4.00	2.85	2.85	1.32	1.32	2.00	2.00	2.85	2.85
(3)	Format C	1	8.00	8.00	5.71	5.71	2.69	2.69	4.00	4.00	5.71	5.71
(4)	Format D	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx
(b) White No. 2 Coated Text, Dull Finish (100lb.)												
(1)	Format A	1	3.00	3.00	1.79	1.79	0.85	0.85	2.80	2.80	1.79	1.79
(2)	Format B	152	4.75	722.00	3.57	542.64	1.67	253.84	3.80	577.60	3.57	542.64
(3)	Format C	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx
(4)	Format D	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx
(c) White No. 2 Coated Text, Gloss Finish (70lb.)												
(1)	Format A	1	2.00	2.00	1.28	1.28	0.64	0.64	1.50	1.50	1.28	1.28

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													UNIT RATE	COST								
(2)	Format B	1	2.00	2.00	2.55	2.55	1.26	1.26	2.00	2.00	2.55	2.55										
(3)	Format C	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx								
(4)	Format D	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx								
(d)	White No. 2 Coated Text, Gloss Finish (80lb.)																					
(1)	Format A	1	2.00	2.00	1.40	1.40	0.67	0.67	1.60	1.60	1.40	1.40										
(2)	Format B	100	4.00	400.00	2.81	281.00	1.32	132.00	2.10	210.00	2.81	281.00										
(3)	Format C	10	8.00	80.00	5.61	56.10	2.69	26.90	4.00	40.00	5.61	56.10										
(4)	Format D	1	20.00	20.00	11.22	11.22	5.47	5.47	7.20	7.20	11.22	11.22										
(e)	White No. 2 Coated Text, Gloss Finish (100lb.)																					
(1)	Format A	1	3.00	3.00	1.75	1.75	0.85	0.85	2.8	2.8	1.75	1.75										
(2)	Format B	40	4.75	190.00	3.51	140.4	1.72	68.8	3.8	152	3.51	140.40										
(3)	Format C	1	9.00	9.00	7.02	7.02	3.54	3.54	NQ	#VALUE!	7.02	7.02										
(4)	Format D	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx								
(f)	White No. 2 Coated Cover, Dull Finish (80lb.)																					
(1)	Format A	1	4.00	4.00	NQ	#VALUE!	1.32	1.32	4.5	4.5	3.00	3.00										
(2)	Format B	1	8.00	8.00	NQ	#VALUE!	2.63	2.63	6	6	6.00	6.00										
(3)	Format C	1	16.00	16.00	NQ	#VALUE!	5.24	5.24	11	11	12.00	12.00										
(4)	Format D	1	32.00	32.00	NQ	#VALUE!	10.87	10.87	21	21	24.00	24.00										
(g)	White No. 2 Coated Cover, Gloss Finish (80lb.)																					
(1)	Format A	46	4.25	195.50	2.96	136.16	1.32	60.72	4	184	2.96	136.16										
(2)	Format B	165	4.75	783.75	5.92	976.8	2.63	433.95	5	825	5.92	976.80										
(3)	Format C	1	12.00	12.00	11.83	11.83	5.24	5.24	10	10	11.83	11.83										
(4)	Format D	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx								
(h)	White No. 2 Coated Cover, Gloss Finish (100lb.)																					
(1)	Format A	25	6.00	150.00	3.45	86.25	1.6	40	5	125	3.45	86.25										
(2)	Format B	1	7.00	7.00	NQ	#VALUE!	3.18	3.18	8	8	6.90	6.90										
(3)	Format C	1	14.00	14.00	NQ	#VALUE!	6.45	6.45	15	15	13.80	13.80										
(4)	Format D	12	28.00	336.00	NQ	#VALUE!	13.12	157.44	30	360	27.60	331.20										
III. ADDITIONAL OPERATIONS:																						
(a)	Folding Flat Sheets																					
	(one, two, or three parallel folds)per 100 leaves	162	1.25	202.50	1	162	1.79	289.98	2	324	1.00	162.00										
(b)	Wrapping (shrink-film or kraft).....per package	296	0.25	74.00	0.40	118.40	1.00	296.00	0.40	118.40	0.40	118.40										
(c)	Scoring (forms only).....per 100 leaves	157	1.25	196.25	1.00	157.00	1.62	254.34	2.00	314.00	1.00	157.00										
(d)	Laminating (both sides).....per 8-1/2x11" sheet	638	1.50	957.00	0.50	319.00	1.05	669.90	1.20	765.60	0.50	319.00										
(e)	Content Proof.....per trim/page-size unit																					
(1)	Format A	9	0.00	0.00	1.50	13.50	2.25	20.25	2.00	18.00	1.50	13.50										
(2)	Format B	109	0.00	0.00	1.50	163.50	2.97	323.73	2.00	218.00	1.50	163.50										
(3)	Format C	2	0.00	0.00	1.50	3.00	3.69	7.38	2.00	4.00	1.50	3.00										
(4)	Format D	3	20.00	60.00	1.50	4.50	5.00	15.00	5.00	15.00	1.50	4.50										
(f)	Contract Proof.....per trim/page-size unit																					
(1)	Format A	2	20.00	40.00	15.00	30.00	29.00	58.00	10.00	20.00	15.00	30.00										
(2)	Format B	2	20.00	40.00	35.00	70.00	36.00	72.00	16.00	32.00	35.00	70.00										
(3)	Format C	2	25.00	50.00	75.00	150.00	40.00	80.00	24.00	48.00	75.00	150.00										
(4)	Format D	2	50.00	100.00	100.00	200.00	48.00	96.00	30.00	60.00	100.00	200.00										
TOTAL				27,845.00		#VALUE!		14,238.78		#VALUE!		11,604.48										
DISCOUNT				2.00%	556.90	0.50%	#VALUE!	4.00%	569.55	1.00%	#VALUE!	0.00%	0.00									
NET TOTAL				27,288.10		#VALUE!		13,669.23		#VALUE!		11,604.48										
AWARDED																						

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Flat Sheets and Publications

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

National Aeronautics and Space Administration
(Marshall Space Flight Center, AL)

Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award, and ending March 31, 2016, 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.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-mile radius of Huntsville, AL.

Any bidder intending to use production facilities outside this area should furnish information, with the quote, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

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. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – AMINA HARVEY, (404)605-9160 EXT. 32712 OR E-MAIL aharvey@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>)
or you may **FAX request** to (800)270-4758.

This is a Small Purchase Term Contract. Quotes may be submitted via fax (800-270-4758) 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 March 27, 2015.

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. 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-10. Process Color Match	Approved Proofs	File Setup/Furnished Visual/ Previous Printed Sample

*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 the beginning of the contract to March 31, 2016, 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 13 THRU 16.

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 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.

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 various flat sheets and publications, requiring such operations as electronic prepress, proofs, printing (including 4-color process), binding, packing, and distribution.

TITLE: Various Flat Sheets and Publications.

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: Various trim sizes will be ordered and paid for in their respective "Format" classification, as follows:

Format "A": Up to and including 5-1/2 x 8-1/2".

Format "B": Over 5-1/2 x 8-1/2", up to and including 8-1/2 x 11".

Format "C": Over 8-1/2 x 11", up to and including 17 x 11".

Format "D": Over 17 x 11", up to and including 22 x 17".

FREQUENCY OF ORDERS/QUANTITY/NUMBER OF PAGES: While there can be no guarantees, it is anticipated that there will be approximately 35 orders per year with requirements as indicated below:

Flat Sheets: Most of the orders. Quantities will range from approximately 100 to 7,500 copies per order. Anticipated quantities based upon past performance:

55% less than 1,000 copies;
40% 1,000 to 5,000 copies; and
5% over 5,000 copies.

Approximately 20% Format A, 60% Format B, 10% Format C, and 10% Format D.

Saddle-Stitched Publications: Occasional orders. Quantities will range from approximately 100 to 1,000 copies per order, consisting of 8 to approximately 56 pages per order.

Approximately 10% of these orders will require separate covers.

Approximately 25% Format A and 75% Format B.

GOVERNMENT TO FURNISH:

- Electronic print files, as reflected below (see "ELECTRONIC MEDIA").

- Print orders (GPO Form 2511).

- GPO Carton Labeling and Marking Specifications.

- Performance Records: A *Facsimile Transmission Sheet* 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 to Atlanta GPO (800-270-4758) on the day shipment is due.

- A supply of blue labels and selection certificates for shipping Departmental Random Copies.

ELECTRONIC MEDIA:

- PLATFORM: MAC OS 10.6.8 or higher

- STORAGE MEDIA: Electronic print files will be furnished on CD-Rom, via NASA's Large File Transfer Tool (secure ftp server), OR contractor maintained ftp site (Government's option). Login ID and password will be provided to contractor to enable access to NASA's ftp server. NOTE: Electronic print files will usually be uploaded to NASA's ftp server; however, in the event of server problems, occasional orders may require files be uploaded to contractor's ftp site or furnished on CD-Rom.

- SOFTWARE: Page layout will be provided in one or more of the following formats: Adobe Illustrator CC (2014), Adobe Photoshop CC, InDesign CC, and/or PDF file(s) using Adobe Acrobat Professional (v 10.1). NOTE: 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.

- COLOR(s): May be identified as one or more of the following: RGB, CMYK, and/or Pantone/Spot colors. If necessary, contractor to convert all colors to CMYK.

- FONTS: All fonts will be furnished and/or Embedded/Embedded Subset. **NOTE: In the event all fonts have not been furnished and/or embedded/embedded subset (font and/or fonts are missing), the contractor is to notify GPO immediately (404-605-9160, Ext. 32707).**

- OUTPUT: 150 line screen

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.

Contractor must have the capability to download files from NASA's ftp server.

PROOFS: Proofs will be required ONLY when indicated on the print order. Based on past performance, it is anticipated that approximately 75% of the orders will require proofs. Digital color contract proofs and/ or a content proof may be required. If proofs are required, the type of proof(s) 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.

When required, proofs will be withheld not longer than 2 workday(s) from date of receipt by the Government** to date proofs are MADE AVAILABLE FOR PICKUP by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available. If an overnight delivery carrier (i.e. UPS or Fed Ex) is to be used, contractor MUST include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

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

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".

IF PRINTING VIA OFFSET PRINTING:

- **CONTENT PROOF:** Digital color CONTENT proof created using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back (where applicable), trimmed and folded (where applicable) to the finished size/format of the final product.

- **CONTRACT PROOFS:** Digital one-piece composite color CONTRACT proofs on the actual production stock (i.e. Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi are required created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs must have all elements in proper position (indicate margins). Proofs will be used for color match on the press and must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs.

IF PRINTING VIA DIGITAL PRINTING:

- **CONTRACT PROOF:** One complete high resolution digital color CONTRACT proof on the actual production stock (i.e. prior-to-production sample) with a minimum resolution of 2400 dpi is required, created using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof shall be collated with all elements in proper position (not pasted up), imaged face and back (where applicable), trimmed and folded (where applicable) to the finished size/format of the product. Proofs will be used for color match on the press and must show dot structure.

IT IS UNDERSTOOD THAT THE PROOFS SUPPLIED UNDER THIS CONTRACT WILL MATCH THE FINAL OUTPUT.

FILMS: Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type

of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

STOCK/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. 12" dated March 2011.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, DC, 20402 or available in PDF format on the GPO website.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

The paper to be used will be indicated on each print order. All text paper used in each copy must be of a uniform shade. All cover stocks must have grain parallel to spine and/or fold. **Text and cover stocks, when indicated on print orders, must be scored on folds to prevent cracking.**

White No. 2 Coated Text, Dull-Finish, basis weight: 80 and 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A262**.

White No. 2 Coated Text, Gloss-Finish, basis weight: 70, 80, and 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182**.

White No. 2 Coated Cover, Dull-Finish, basis weight 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L62.

White No. 2 Coated Cover, Gloss-Finish, basis weight: 80 and 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

***NOTE: Exception to Paper Specification Standards (March 2011, No. 12), under "Testing" – The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.*

PRINTING: Based upon past performance, majority of orders will print head-to-head or head-to-foot, as indicated on the print order, in 4-color process. Balance of orders will print face only in 4- color process.

It is anticipated that 10% of the orders will also require a dull or gloss flood coating. Contractor to use a clear, non-yellowing dull or gloss varnish or aqueous coating, as indicated on the print order, to prevent scratching or smearing. Contractor will be allowed a charge under "additional ink".

Occasional pages/sides will be blank.

When indicated on the print order, forms (i.e. inks) MUST be compatible for usage with a high heat laser printer. No smearing, lifting, or loss of images due to use with a laser printer will be accepted.

NOTE: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

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: Margins will be as indicated on the print order or furnished copy. Full and/or uncommon bleeds on one or more sides may be required.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

Flat sheets: Trim four sides to the size indicated on the print order.

NOTE: On smaller trim size products (flat sheets ranging from 2 x 8” up to and including 3 x 9”), contractor MUST impose the printed image multi-up to maximize the number of forms out on an 8-1/2 x 11” sheet. Contractor will be allowed all related charges for Format B in the Schedule of Prices.

Additional binding may be required as follows:

Approximately 50% of the orders may require 1, 2, or 3 parallel folds. Score all folds.

Occasional orders may require scoring only.

Occasional orders may require lamination. When required, contractor to laminate entire face and back of each form with a clear, non-yellowing 1.5 mil gloss laminate. Laminate must not extend beyond the trim size.

Publications: Saddle-stitch in two places and trim three sides. Separate covers, when required, will collate and trim flush. Score on fold to prevent cracking. NOTE: Occasionally, an order may not require staples.

PACKING:

Wrapping/Shrink-film Packaging: Most orders will require product to be shrink-film wrapped (Formats A, B, and C) or kraft wrapped (Format D). When indicated on the print order, wrap (shrink-film or kraft) packages in quantities as specified on the print order.

Packing: Pack in suitable (**new**) shipping containers.

Each shipping container must not exceed 25 pounds when fully packed.

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.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to each shipping container.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Occasional orders, as indicated on the print order, will require Blue Label copies. Orders requiring Blue Label copies must be divided into equal sublots. A random copy must be selected from each subplot. Do not choose copies 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.

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 on the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

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.

DISTRIBUTION: Most orders deliver f.o.b. destination to Marshall Space Flight Center, Huntsville, AL; however, occasionally an order* may require delivery f.o.b. contractor's city to various cities. Complete address, including contact information, will be indicated on the print order. If contractor uses local carrier (including personal or company delivery vehicle), contractor must apply for MSFC offsite badge for on-site deliveries.

***F.O.B. Contractor's City Shipments: Contractor to ship all f.o.b. contractor's city shipments via most economical, traceable method which meets the delivery requirements, as indicated on the print order. The contractor will be reimbursed for actual shipping charges by submitting copies of the shipping receipts/invoices with the billing for payment.**

In addition, contractor MUST submit a copy of all shipping receipts/invoices for reimbursable shipments (f.o.b. contractor's city shipments only) to Becky Caneer (becky.caneer@nasa.gov) within two workdays of shipment.

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Becky Caneer (becky.caneer@nasa.gov). The subject line of this message shall be "Distribution Notice for Program 1462-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.

Upon completion of each order (when applicable), all Government furnished material must be returned to the address indicated on the print order.

All expenses incidental to the pickup and return of furnished materials and proofs must be borne by the contractor.

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: When files are uploaded to an ftp site, the print order will be emailed or faxed to the contractor on the same day and ordering agency will notify contractor via email that files are available on ftp site. Contractor must acknowledge receipt of order and print file(s) by replying to order originator's email.

No definite schedule for pickup of material can be predetermined. Furnished material will be available for pickup upon notification by the Government.

Furnished material (other than files uploaded to ftp server/site) must be picked up from and delivered to: NASA - MSFC Printing Office, ATTN: Becky Caneer (256-544-4505), Mail Code IS30, Building 4200, Marshall Space Flight Center, Huntsville, AL 35812.

Material will be packed for local pick-up only, not for commercial shipment. Contractor must make arrangement for suitable shipping (including courier service packaging) if not using his/her own vehicle.

The following schedules begin upon 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.

Orders requiring proofs:

WD After

Contractor submit page proofs 1-3
Contractor pickup proofs/Gov't to give "OK" 1-2
Contractor must make complete production and delivery *5-15

Orders without proofs:

WD After

Contractor must make complete production and delivery *2-15

*The delivery date will be based on the needs of the Government, and will be indicated on the print order. Based upon past performance, it is anticipated that 20% of the total orders will be required within 2 to 4 workdays.

The ship/deliver date indicated on the print order is the date products ordered (f.o.b. destination AND f.o.b. contractor's city) must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices 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.		(1)	(2)		
	1.	(a)	(A)	12	162
			(B)	32	355
			(C)	2	20
			(D)	2	12
		(b)	(A)	2	50
			(B)	2	2
			(C)	2	2
			(D)	2	2
	2.	(a)	(A)	8	8
			(B)	112	600
		(b)	(A)	8	8
			(B)	2	20
II.		(a)	(1)	1	1
		(b)	(1)	152	XXX
		(c)	(1)	1	XXX
		(d)	(1)	100	10
		(e)	(1)	40	1
		(f)	(1)	1	1
		(g)	(1)	46	165
		(h)	(1)	25	1
III.		(a)		162	
		(b)		296	
		(c)		157	
		(d)		638	
		(e)	(1)	9	109
		(f)	(1)	2	2

SECTION 4.- SCHEDULE OF PRICES

GPO Atlanta Facsimile Number: (800)270-4758

Quotes due by: 11:00 a.m. / Date: March 27, 2015

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) (Telephone Number) (Date) (State Code/Contractor's Code)

(E-mail Address) (FTP Site)

***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 9 "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 to Marshall Space Flight Center, AL; and f.o.b. contractor's city for all other shipments.

Quotes for each item listed in its respective format group, as defined in Section 2.- Specifications, must include the cost of all required materials and operations in accordance with these specifications.

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.

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

- I. **COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution (including all shipping/freight costs for quantities ordered f.o.b. destination) of the products listed in accordance with these specifications, with the exception of Items II and III.

NOTE: When varnish is required, it will be considered an additional ink.

- 1. Flat Sheets. A charge will be allowed per **printed** side.

	Makeready and/or Setup Charges (1)	Running Charges per 100 copies (2)
(a) Printing in 4-color process.		
(A) Format A per printed side	\$ _____	\$ _____
(B) Format B per printed side	\$ _____	\$ _____
(C) Format C per printed side	\$ _____	\$ _____
(D) Format D per printed side	\$ _____	\$ _____
(b) Additional Ink (Varnish/Aqueous Coating).		
(A) Format A per printed side	\$ _____	\$ _____
(B) Format B per printed side	\$ _____	\$ _____
(C) Format C per printed side	\$ _____	\$ _____
(D) Format D per printed side	\$ _____	\$ _____

 (Initials)

2. Saddle-stitched Pamphlets: A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

	Makeready and/or Setup Charges (1)	Running Charges per 100 copies (2)
(a) Printing in 4-color process.		
(A) Format A per page	\$ _____	\$ _____
(B) Format B per page	\$ _____	\$ _____
(b) Additional Ink (Varnish/Aqueous Coating).		
(A) Format A per page	\$ _____	\$ _____
(B) Format B per page	\$ _____	\$ _____

II. **PAPER**: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Flat Sheets* & Text- Each page size leaf.

Covers - Two page-size leaves will be allowed for each complete cover.

***NOTE: On smaller trim size products (flat sheets ranging from 2 x 8” up to and including 3 x 9”), contractor MUST impose the printed image multi-up to maximize the number of forms out on an 8-1/2 x 11” sheet. Contractor will be allowed all related charges for Format B in the Schedule of Prices.**

	<u>Per 100 Leaves</u>			
	Format A (1)	Format B (2)	Format C (3)	Format D (4)
(a) White No. 2 Coated Text, Dull Finish (80 lb.).....	\$ _____	\$ _____	\$ _____	\$ <u>XXX</u>
(b) White No. 2 Coated Text, Dull Finish (100 lb.).....	\$ _____	\$ _____	\$ <u>XXX</u>	\$ <u>XXX</u>
(c) White No. 2 Coated Text, Gloss Finish (70 lb.).....	\$ _____	\$ _____	\$ <u>XXX</u>	\$ <u>XXX</u>
(d) White No. 2 Coated Text, Gloss Finish (80 lb.).....	\$ _____	\$ _____	\$ _____	\$ _____
(e) White No. 2 Coated Text, Gloss Finish (100 lb.).....	\$ _____	\$ _____	\$ _____	\$ <u>XXX</u>
(f) White No. 2 Coated Cover, Dull Finish (80 lb.).....	\$ _____	\$ _____	\$ _____	\$ _____
(g) White No. 2 Coated Cover, Gloss Finish (80 lb.).....	\$ _____	\$ _____	\$ _____	\$ <u>XXX</u>
(h) White No. 2 Coated Cover, Gloss Finish (100 lb.).....	\$ _____	\$ _____	\$ _____	\$ _____

 (Initials)

III. **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 Items I and II, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

(a) Folding Flat Sheet (one, two, or three parallel folds).....per 100 leaves\$ _____

(b) Wrapping (shrink-film or kraft).....per package\$ _____

(c) Scoring (forms only).....per 100 leaves\$ _____

(d) Laminating (both sides).....per 8-1/2 x 11” sheet.....\$ _____

	Format A (1)	Format B (2)	Format C (3)	Format D (4)
(e) Content Proof.....per trim/page-size unit	\$ _____	\$ _____	\$ _____	\$ _____
(f) Contract Proof.....per trim/page-size unit.....	\$ _____	\$ _____	\$ _____	\$ _____

ASSUMED AREA OF PRODUCTION:

My production facilities are located within the assumed area of production. Yes _____ No _____

Bidders whose answer to the above is NO should furnish the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material:

a. Number of hours from acceptance of print order to pickup of Government Furnished Material

b. Number of hours from pickup of Government Furnished Material to delivery at contractor’s plant _____

2. Proposed carrier(s) for delivery of completed product:

a. Number of hours from notification to carrier to pickup of completed product _____

b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)