

**TITLE: SHORT-RUN COPYING/PRINTING (Including Color Copying) Program 3803-SP**  
**Term: MARCH 1, 2017 to FEBRUARY 28, 2018 (W/OPTIONS)**

Item No.	DESCRIPTION	Basis of Award	FEDEX		
			State 050	Code 48710	
			UNIT RATE	COST	
<b>I.</b>	<b>COMPLETE PRODUCT: (Except for Items under II, III, or as noted below)</b>				
	<b>BLACK IMAGE ONLY:</b>				
(a)	8½ x 11" Cover and/or Text, per printed side	36600 x	0.025	915.00	
(b)	17 x 11" Foldins, per printed side	15000 x	0.05	750.00	
	<b>COLOR COPYING:</b>				
(c)	Color Copying 8½ x 11", per printed side	23750 x	0.30	7,125.00	
(d)	Color Copying 17 x 11", per printed side	550 x	0.60	330.00	
(e)	<b>Die Cut Tab Dividers</b> (including composition, die-cutting, paper, collating and inserting) per divider	2 x	0.15	0.30	
	<b>ELECTROSTATIC COPIES: Larger than 11 x 17" (includes stock)</b>				
(f)	Copier Xerographic Paper, per square foot	35 x	0.40	14.00	
<b>II.</b>	<b>PAPER: Per 100 leaves</b>				
(a)	White Offset Book, 50-lb. or Writing or Bond, 20-lb. or Xerographic, 20 or 24 lb.	537 x	NC	NC	
(b)	Colored Writing, 20-lb.	1 x	2.50	2.50	
(c)	White or Colored Vellum-Finish Cover, 65-lb.	105 x	6.00	630.00	
(d)	White or Colored Index, 110-lb.	80 x	10.00	800.00	
(e)	Clear Mylar or Vinyl, 10 mil thickness	75 x	15.00	1,125.00	
(f)	White/Colored Carbonless, CF/CB, sub 13-15	25 x	10.00	250.00	
(g)	White/Colored Carbonless, CFB, sub 13-17	2 x	10.00	20.00	
(h)	White Laser, 24-lb.	35 x	2.00	70.00	
<b>III.</b>	<b>ADDITIONAL OPERATIONS:</b>				
(a)	Saddle Stitch Binding, per book	675 x	0.37	249.75	
(b)	Stitching with One or Two Stitches, per book	2610 x	0.02	52.20	
(c)	Perfect Binding, per book	65 x	2.30	149.50	
(d)	Folding, per 100 sheets	2 x	2.30	4.60	
(e)	Comb Binding, per book	100 x	1.70	170.00	
(f)	Continuous Coil Binding, per book	370 x	1.70	629.00	
(g)	Collating multiple forms into sets and edge gluing carbonless sets, per 100 leaves	27 x	4.00	108.00	
(h)	Drilling, per 100 leaves	40 x	1.00	40.00	
(i)	Wrapping or Shrink-Film Packaging, per 100 packages	1 x	45.00	45.00	
(j)	Laminating, per square foot	20 x	1.00	20.00	
(k)	Hand Collating (including the insertion of furnished items), per 100 leaves	35 x	5.00	175.00	
(l)	Cutting to smaller trim size, per 100 leaves	460 x	1.12	515.20	
	<b>TIMEWORK:</b>				
(m)	Timework, per hour	2 x	54.00	108.00	
<b>IV.</b>	<b>PREMIUM PAYMENTS:</b>				
	Percentage increase	3% x	15%	51.30	

**CONTRACTOR TOTALS**  
**DISCOUNT if any**  
**DISCOUNTED TOTALS**

**NET**  
**\$14,349.35**  
**\$14,349.35**



February 7, 2017

Dear Offeror:

This is Amendment No. 1. The specifications in our invitation for bids on Program 3803-SP, scheduled for opening at 11 am., February 13, 2017, are amended as follows:

On page 16 of 19 - "**SECTION 4 – SCHEDULE OF PRICES**"

**Change:**

**II. ADDITIONAL OPERATIONS:**

**TO:**

**III. ADDITIONAL OPERATIONS:**

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office  
Denver Regional Office  
12345 West Alameda Parkway  
Suite 208  
Lakewood, CO 80228-2842

Telephone acknowledgement of this amendment is not acceptable.

OFFEROR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

A handwritten signature in black ink that reads "Diane L. Abeyta".

DIANE L. ABEYTA  
Contracting Officer

**THIS CONTRACT IS BEING SOLICITED AS A  
SMALL PURCHASE PROCUREMENT**

**Program 3803-(02/22)**  
Specifications by DS

Page 1 of 19

U.S. GOVERNMENT PUBLISHING OFFICE  
Denver, Colorado

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

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Short-Run Copying/Printing  
(Including Color Copying)**

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

**U.S. Department of Agriculture, U.S. Department of Energy,  
U.S. Department of the Interior,  
U.S. Public Health Service and various other Government Agencies  
Located in the Fort Collins and Loveland, Colorado, area**

Single Award

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning March 1, 2017. Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**" and "**NOTIFICATION**".

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

REQUEST FOR QUOTATION: Please review the attached specifications and **SUBMIT OFFERS BY MAILING OR FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m.** prevailing Denver, Colorado time, on February 13, 2017.

Facsimile Telephone Number: **(303) 236-5332**  
Mail To: **U.S. Government Publishing Office  
Denver Regional Office  
12345 W Alameda Blvd, Ste 208  
Lakewood, CO 80228**

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 10-miles of Fort Collins, Colorado as defined by the Federal Motor Carrier Safety Administration (FMCSA). However, any offeror intending to use production facilities outside this area **MUST** furnish information, with the offer, 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 offeror of the responsibility for compliance with these schedule requirements.

For information of a technical nature call Don Showalter (303) 236-5292 x 5 (No collect calls) or email to [dshowalter@gpo.gov](mailto:dshowalter@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES:** Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:

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

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This June 2008 clause also 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 IV.
- (b) Finishing Attributes - Level IV.
- (c) Exception - Color copying must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 400 dpi, or finer, color copier.

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:

**Attribute**

P-7. Type Quality and Uniformity

**Specified Standard**

Camera Copy \*

\* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

**COPYING DEFINED:** For the purpose of this contract, copying shall be defined as the automatic copy-processing or copier-duplicating by machines employing electrostatic, laser, thermal, or other copying processes without the necessity of intermediate plates or masters.

**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 March 1, 2017 to February 28, 2018, 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 December, 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.

**NOTIFICATION:** The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

**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 March 1, 2017 through February 28, 2018 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 all the items set forth which are required to be purchased by the Government activity identified on page one of these specifications.

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 that 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 BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for

examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401.** **In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5332 ATTN: Procurement Technician or emailed to InfoDenver@gpo.gov.**

For the purpose of earning the discount when a prompt payment discount is offered by a offeror, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

**Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.**

**NOTICE TO OFFERORS:** The offer (**SECTION 4 - SCHEDULE OF PRICES with GPO form 910**) may be facsimile transmitted direct to the GPO office.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover electronic pre-press, the production of short run, fast schedule duplicating of self-cover or separate-cover books, pamphlets, and cut sheet forms.

**TITLE:** Short Run/Fast Schedule/Duplicating.

**FREQUENCY OF ORDERS:** Approximately 50 orders per year with up to 8 items placed on any one day. Approximately 3 percent of the items will require delivery in less than 8 hours but not less than 4 hours.

**ORDERING:** One of more of the ordering agencies under this contract may choose to issue one print order on a monthly basis, and the contractor will voucher/invoice on a monthly basis (see "**PAYMENT**" hereinbefore) or at the government's option individual print orders may be issued on an item-by-item basis. Multiple items may be placed during this period; the schedule specified in this section pertains to the placement of these individual items. NOTE: Other agencies in the Fort Collins, Colorado area may choose to place one print order at a time covering a single printing order.

**QUANTITIES:** Generally range 100 to 8,100 printed sides. It is anticipated that orders will be approximately 40% - 100-1000 printed sides and approximately 40% - 1001-6000 printed sides. Other orders will be above and below these ranges.

The printed sides amount of pages (printed or blank) placed in any one workday shall not exceed 60,000 pages. The aggregate amount of pages for an item is computed as follows:

- Number pages in a product times the number of copies ordered.
- Each 11 x 17" leaf shall count as four pages for purposes of calculating the aggregate amount of pages during a single day.

**TRIM SIZE:**

- 8½ x 11" and 11 x 17".
- Electrostatic Copies: Over 17 x 11". Approximately 0 to 20 square feet per month.

**GOVERNMENT TO FURNISH:** Print Orders. Camera copy or output from furnished files and/or electronic PDF files for reproduction at various focuses. Thumb drive, CD-ROM, DVD, or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's facility via e-mail or to contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or a Windows platform in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF, QuarkXPress, Aldus Freehand, Corel Draw, Adobe PageMaker, Microsoft Publisher, Microsoft Word, Microsoft Office, and WordPerfect. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.



Fonts: Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

INSPECTION OF ELECTRONIC FILES: Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi and all equal to 150 line screen or finer.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Black & White halftones may be scanned into files for position only (FPO) and contractor will be **required** to scan the original material and to replace the FPO image(s) for printing.

One reproduction proof, image size 7-7/8 x 6-1/8" for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy 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.

**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. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

All paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine. The paper to be used will be indicated on each print order.

The stock provided by the contractor will be from the following list:

- White Offset Book, basis weight 25 x 38", 50 lbs. per 500 sheets equal to JCP Code A60.  
**or at contractor's option -**
- White Writing, basis weight 17 x 22", 20 lbs. per 500 sheets equal to JCP Code D10.  
**or at contractor's option -**
- White Bond, basis weight 17 x 22" 20 lbs. per 500 sheets) equal to JCP Code G10.  
**or at contractor's option -**
- White Plain Copier, Xerographic, basis weight 17 x 22", 20 lbs. per 500 sheets equal to JCP Code O-60.  
**or at contractor's option -**
- White Plain Copier, Xerographic, basis weight 17 x 22", 24 lbs. per 500 sheets equal to JCP Code O-60 can be used.
- Colored Writing, basis weight 17 x 22", 20 lbs. per 500 sheets equal to JCP Code D10.
- White & Colored Vellum Finish Cover, basis weight 20 x 26", 65 lbs. per 500 sheets equal to JCP Code L20 (It is anticipated that 60% of the cover stock requirement will be colored).
- White and Colored Index, basis weight 25½ x 30½", 110 lbs. per 500 sheets, equal to JCP Code K10. Approximately 50% will print on colored stock.
- White Laser, 24 lbs per 500 sheets equal to JCP Code O-61
- Clear mylar or vinyl of approx. 10 mil which is to provide protection for cover sheets for manuals.

**EDGE GLUED SETS:**

Stock for Edge Glued Sets: Chemical Transfer Carbonless Paper must be furnished, in White, Blue, Green, Pink, Goldenrod, and Canary, as follows:

- CB and CF (coated back and coated front) basis weight 17 x 22", 13 to 15 lbs. per 500 sheets; and
- CFB (coated face and back) basis weight 17 x 22", 13 to 17 lbs. per 500 sheets.

Commercially available carbonless papers which have been found to meet the Government test requirements include: Micron II, NCR blue or black print, 3M Type 200, Trans/rite, and Nashua Carbonless Paper.

**DUE TO THE SENSITIVITY OF THE END PRODUCT, IMAGE TRANSFER MUST BE GOOD, SHARP QUALITY AND SAME CONSISTENCY THROUGHOUT, ON ALL PARTS.** Blue or black image (at the option of the contractor).

**NOTE:** Agency may provide stock on an occasional order.

**COPYING/DUPLICATING:** Reproduce face only or face and back in black; and head to head or head to foot, as indicated on print order via any suitable method that meets the quality requirements of the specifications.

**COLOR COPYING:** Color copying of 8½ x 11" or 17 x 11" leaves will be face only or face and back. Color copying will print on **white** stock only.

**MARGINS:** Margins will be as indicated on the print order or furnished copy. No bleeds are anticipated.

**PROOFS:** The agency may require a single copy to be output for approval. The single proof copy will be paid at the per page price allowed for in the "**Schedule of Prices**" Section I. Note the agency is to hold proofs no more than one day.

At the Government's option, electronically transmitted PDF "soft" proofs may be requested. When ordered, no charges will be allowed for these "soft" proofs.

The contractor must not print prior to receipt of an "**OK to print**". Phone or approval via facsimile is allowed.

Submit proofs together **with all of the furnished material** to the address(es) as listed under "**DISTRIBUTION**" or as specified on the print order.

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

- Loose-leaf pamphlets or books: Fold, gather, trim four sides,.
- Saddle-wire stitch text, with or without separate covers, and trim flush on three sides.
- Side-stitched books: Fold, gather, and stitch with two side-wire stitches.
- Wire stitch in upper left corner and trim four sides.
- Perfect bind text and wraparound cover; trim three sides.
- Folding: A majority of 11 x 17" products will fold with one fold to 8½ x 11". 8½ x 11" orders may require folding if total number of leaves ordered is 20 or less. When specified, fold to 5½ x 8½" or 4¼ x 11" with one fold, or to 3-2/3 x 8-1/2" with 2 parallel wraparound folds as specified on the print order. Score on all folds when using cover or index stock.
- Punch suitably for plastic comb binding. Bind text and cover with black or white plastic combs of suitable capacity.
- Continuous coil binding: Punch suitably and insert plastic continuous coil binding.
- Drilling. When specified, drill three ¼" or 3/8" diameter holes centered on the left 11" side, 4¼" center to center. Center of holes to be 3/8" or 7/16" from left edge of product.
- Construction of Edge Glued Sets: Sets are to be held together on one edge by an adhesive providing sufficient strength to guarantee parts will remain together under normal handling and storage, but permit ready separation of parts without damage to the parts. Edge requiring gluing will be specified on print order.
- When ordered, shrink film wrap or kraft paper wrap (at Government's option) in units as indicated on the print order.
- Laminating: Occasionally, lamination of copies up to 42" wide by various lengths will be required when ordered on print order. After printing, laminate the entire surface with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a thickness in the range of .0005" to .0010" and trim to specified size. The laminated product must have no distortion of the printed matter and must remain clear and legible.

- Hand Collating: The contractor will be allowed to charge for hand collating whenever furnished materials require collation with the remainder of the job or the text matter is not of a continuous color or stock and must be run as a separate process therefore requiring hand collating.
- When ordered, pad in units as indicated on the print order, with 0.020" chipboard, newsboard or equal for back. Gum and/or any suitable compound may be used.

**NOTE:** Occasional orders will require the contractor to gather and insert furnished material throughout text. Contractor may be required to slip-sheet between sets. Orders may require additional trimming to a smaller trim size.

**CONSTRUCTION (TAB DIVIDERS):** Tab dividers will be die-cut, 1/3rd to 1/9th cut, with 1/2" tab extension. Collate into sets.

**Drilling:** Tab dividers will require drilling with 3 round holes, 3/8" diameter, 4 1/4" center to center, with the center of the holes 7/16" from bind edge.

**COMPOSITION FOR TABS ONLY:** Since no specific typefaces will be specified, the successful offeror must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under this contract in order that the agency can indicate a specific typeface from the contractor listing.

Tab dividers print on tab one side only in black ink. No printing on body of divider.

**PACKING:** Bulk Deliveries: When ordered, shrink-film wrap or band in suitable units. Pack in shipping bundles or pack in containers as appropriate. Shipping containers are not to exceed 45 pounds gross weight.

A copy of the print order must be attached face up to the outside of each bundle or container, to identify the contents therein. When multiple bundles or containers are required to package the same product, they must be identified (i.e. 1 of 3, 2 of 3, etc). All expenses incidental to furnishing the sample copies, used to identify bundles and containers, must be borne by the contractor.

The requirements for containers having a bursting strength of 275 pounds p.s.i. as described in GPO, Pub. 310.2 are waived. The containers must, however, have adequate strength to insure safe delivery and storage.

Products shall not be mixed within bundles or containers.

**LABELING AND MARKING:** Reproduce shipping label from GPO Form 905 available at url: <https://www.gpo.gov/pdfs/vendors/sfas/GPO905.pdf>

**INSPECTION SAMPLES:** Occasionally, when so indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to the **U.S. Government Publishing Office, Denver Regional Office, 12345 W Alameda Pkwy, Ste 208, Lakewood, CO, 80228, Attn: Inspection Samples.**

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this

requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. 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.

<b><u>Quantity Ordered</u></b>	<b><u>Number of Sublots</u></b>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

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 in accordance with the distribution list.

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.

**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. 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 quoted in the contractor's offer 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, must be furnished with billing for reimbursement of certificate fee.

**DISTRIBUTION:** Deliver f.o.b. destination to any one of many addresses in the Fort Collins **or** Loveland, CO areas. **INSIDE DELIVERY IS REQUIRED.**

Occasionally the contractor will be required to send single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination outside of the Loveland and Fort Collins areas by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed.

The contractor will be reimbursed by submitting a properly completed shipping receipt with the voucher/invoice for billing.

Upon completion of each order, all furnished material must be returned to the ordering Agency at the address listed on the individual print order.

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

**RECEIPT FOR DELIVERY:** The 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.**

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

Furnished material must be picked up from and delivered to the addresses as listed on each individual print order.

Arrangements may be made by the Government to wrap or otherwise prepare the furnished material in preparation for delivery to the contractor's plant.

Proofs will be held no more than 1 working day by the Government. The furnished copy **must** be returned with the proofs.

The proof hold period by the Government begins when proofs are **received** by the designated party and ends when the contractor is notified that the proofs are **available for pick-up** by the contractor or their designated service.

Proofs, along with the Government furnished material, a copy of the specifications, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "**Proof**" label (or contractor's standard "**Proof**" label provided it contains a full identification of the order) and to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. **The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor.** The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

The following schedules begin the same workday as notification of the availability of each individual order and furnished material. Exception: when notification of availability is given after 2:30 p.m. the date and time of notification shall be counted as 8:30 a.m. of the following workday.

Regular Schedule: This applies to approximately 97% of the work ordered under this contract (i.e. to all orders other than those placed on the accelerated schedule). This schedule shall apply to each individual order placed. When more than one order is placed this schedule shall apply to each order separately.

Each individual order for up to an aggregate of 30,000 pages (printed or blank) must be completed and delivered within 24 hours (one workday).

The contractor will be allowed one additional workday for each additional aggregate of 30,000 pages (printed or blank) on an individual order.

Accelerated Schedule for approximately 3% of the orders: Orders must be completed and delivered by 4:00 p.m. of the same day as notification of availability is given. Orders placed on the accelerated schedule are limited to the following:

1. Orders where notification of availability of materials is given contractor **prior** to Noon.
2. Not more than two print orders (or two items under a blanket print order) will be placed for the same delivery at one time.
3. The aggregate number of pages will not exceed 15,000 pages.

NOTE: The aggregate amount of pages for the number of orders placed in any one workday for either the regular schedule or combination of the regular schedule and the accelerated schedule shall not exceed 60,000 pages.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be **delivered** to the destination(s) specified. NOTE: For the occasional order that has a destination outside the Loveland/Fort Collins, CO area the contractor will be required to turn the product over to the small carrier on or before the day as specified on the print order.

Unscheduled material such as shipping 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 offer 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** work under this contract.

These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "**SCHEDULE OF PRICES**".

I.	(a)	<b>36600</b>	II.	(a)	<b>537</b>	III.	(a)	<b>675</b>
	(b)	<b>15000</b>		(b)	<b>1</b>		(b)	<b>2610</b>
	(c)	<b>23750</b>		(c)	<b>105</b>		(c)	<b>65</b>
	(d)	<b>550</b>		(d)	<b>80</b>		(d)	<b>2</b>
	(e)	<b>2</b>		(e)	<b>75</b>		(e)	<b>100</b>
	(f)	<b>35</b>		(f)	<b>25</b>		(f)	<b>370</b>
				(g)	<b>2</b>		(g)	<b>27</b>
				(h)	<b>35</b>		(h)	<b>40</b>
							(i)	<b>1</b>
							(j)	<b>20</b>
							(k)	<b>35</b>
							(l)	<b>460</b>
							(m)	<b>2</b>

**PREMIUM PAYMENTS:** Orders requiring an accelerated production schedule, as specified in Section 2 under "SCHEDULE" in these specifications, will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II. "Paper" in the "Schedule of Prices".

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

It is estimated that 3% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of prices" (item IV.), to 3% of the prices offered for items under I. and III.

**The term of this contract is for one year and up to four option years.**

**Note: Assumed production area within 10-miles radius of Fort Collins, CO**



**SECTION 4. - SCHEDULE OF PRICES**

Offers submitted are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Offeror must make an entry in each of the spaces provided. An entry of "NC" (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared nonresponsive. Offers submitted with blank spaces or any entry other than "NC" 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.

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

Fractional parts of 100 will be prorated.

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

For purposes of pricing under this contract square inches shall be determined by multiplying the length times the width of the finished trim size and dividing that figure by 144 square inches. Fractional parts will be prorated.

I. **COMPLETE PRODUCT:** (Except for Items under II., III., or as noted below.) Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. **(Note: Items I. (e) and (f) only are to all include the cost of paper/stock.)**

**BLACK IMAGE ONLY:**

- (a) 8½ x 11" Cover and/or Text..... per printed side..... \$ \_\_\_\_\_
- (b) 17 x 11" foldins..... per printed side..... \$ \_\_\_\_\_

**COLOR COPYING:**

- (c) Color copying 8½ x 11"..... per printed side ..... \$ \_\_\_\_\_
- (d) Color copying 17 x 11"..... per printed side ..... \$ \_\_\_\_\_

NOTE: 8½ x 14" products will be priced under Items I (b) and (d) above.

- (e) **Die cut Tab Dividers** (including composition, die-cutting, **paper**, collating, and inserting): .....per divider ..... \$ \_\_\_\_\_

**ELECTROSTATIC COPIES:** Larger than 11 x 17" (**includes stock**)

- (f) Copier Xerographic paper..... per square foot..... \$ \_\_\_\_\_

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

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. 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:

- Text/Cover - Each page-size leaf.
- 8½ x 14" and 17 x 11" products - Two page-size leaves.

Page size will be determined by dividing its trim size by 94 square inches, with any fractional remainder being counted as a whole.

	<u>Per 100 leaves</u>
(a) White Offset Book, 50-lb. or Writing or Bond, 20-lb. or or Xerographic, 20 or 24 lb.....	\$ _____
(b) Colored Writing, 20-lb. ....	\$ _____
(c) White or colored Vellum-Finish Cover, 65-lb.....	\$ _____
(d) White or colored Index, 110-lb.....	\$ _____
(e) Clear mylar or vinyl, 10 mil thickness.....	\$ _____
(f) White/Colored Carbonless, CF/CB, sub 13-15.....	\$ _____
(g) White/Colored Carbonless CFB, sub 13-17.....	\$ _____
(h) White Laser, 24-lb.....	\$ _____

II. ADDITIONAL OPERATIONS:

(a) Saddle Stitch binding..... per book.....	\$ _____
(b) Stitching with one or two stitches..... per book.....	\$ _____
(c) Perfect binding..... per book.....	\$ _____
(d) Folding..... per 100 sheets.....	\$ _____
(e) Comb Binding..... per book.....	\$ _____
(f) Continuous Coil Binding..... per book.....	\$ _____
(g) Collating multiple forms into sets and edge gluing carbonless sets..... per 100 leaves.....	\$ _____
(h) Drilling..... per 100 leaves.....	\$ _____

A charge will be allowed for an additional drilling run when the distance between centers of drilled holes is less than 1-3/8 inches. Four holes will be the maximum for any one run.

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

- (i) Wrapping or Shrink-film packaging..... per 100 packages..... \$ \_\_\_\_\_
- (j) Laminating..... per square foot ..... \$ \_\_\_\_\_
- (k) Hand Collating (including the insertion of  
furnished items) ..... per 100 leaves..... \$ \_\_\_\_\_
- (l) Cutting to smaller trim size..... per 100 leaves..... \$ \_\_\_\_\_
- TIMEWORK:**
- (m) Timework ..... per hour..... \$ \_\_\_\_\_

NOTE: Operations which cannot be properly classified under any other item shall be charged as "**Timework**" and **will be specifically authorized** on the print order or subsequent Contract Modification. "**Timework**" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds three hours **or** for other than aa's will only be allowed under exceptional circumstances and must **specifically authorized** by the Contracting Officer using a subsequent Contract Modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under III. (m).

IV. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item II. "Paper".

Percentage increase..... %

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

**NOTICE:** OFFERORS **OUTSIDE** the assumed production area as specified on page one of these specifications should complete the following information.

1. Proposed carrier for pickup of Gov't Furn. 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 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..... \_\_\_\_\_

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:**

\_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Offeror hereby acknowledges amendment(s) number (ed) \_\_\_\_\_

**OFFERORS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "OFFER" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.**

**OFFEROR'S NAME AND SIGNATURE:** When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated. In addition a completed signed copy of the form 910 is required. Do not enter prices on GPO form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO form 910.

Offeror \_\_\_\_\_ Contractor's Code \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this offer)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
(Facsimile Number)

**SAMPLE OF THE QUOTE ENVELOPE**

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number **3803-SP**

From: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postage  
Stamp  
Required  
Here

**OFFER ENCLOSED**

Offers will be received until  
February 13, 2017  
at **11 A.M.** prevailing Denver time

U.S. Government Publishing Office  
Denver Regional Office  
12345 W Alameda, Blvd, Ste 208  
Lakewood, CO 80228