

PROGRAM 2573-S												
TERM OF CONTRACT: JUNE 25, 2020 THROUGH MAY 31, 2021 PLUS UP TO 4 OPTION YEARS												
TITLE THE PAVILLION												
ITEM NO.	DESCRIPTION	BASIS OF AWARD	ALPHA GRAPHICS, INC. Baltimore, MD		CAPITOL CITICOM, INC. Columbus, OH		DISTRICT CREATIVE PRINTING Upper Marlboro, MD		ENVISION Wichita, KS		IMAGE SQUARE Santa Monica, CA	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:											
(a)	Printing/Imaging 4-page issue, per issue											
(1)	Makereadyand/or Setup	2	\$15.00	\$30.00	\$0.00	\$0.00	\$50.00	\$100.00	\$20.00	\$40.00	\$15.00	\$30.00
(2)	Running Per 100 Copies	3	\$61.00	\$183.00	\$95.00	\$285.00	\$23.42	\$70.26	\$43.50	\$130.50	\$55.00	\$165.00
(b)	Printing/Imaging 8-page issue, per issue											
(1)	Makereadyand/or Setup	2	\$15.00	\$30.00	\$0.00	\$0.00	\$50.00	\$100.00	\$20.00	\$40.00	\$15.00	\$30.00
(2)	Running Per 100 Copies	2	\$84.00	\$168.00	\$130.00	\$260.00	\$43.00	\$86.00	\$82.00	\$164.00	\$110.00	\$220.00
<b>Contractor Total</b>				\$411.00		\$545.00		\$356.26		\$374.50		\$445.00
<b>Prompt Payment Discount</b>			0.00%	\$0.00	0.00%	\$0.00	2.00%	\$7.13	0.00%	\$0.00	0.00%	\$0.00
<b>Discounted Total</b>			NET	<b>\$411.00</b>	NET	<b>\$545.00</b>	20 DAYS	<b>\$349.13</b>	NET	<b>\$374.50</b>	30 DAYS	<b>\$445.00</b>
<b>AWARDED</b>												

Abstracted by: Teresa Doughty-Shoffstall 06/15/2020

Verified by: Linda Price 6/18/2020

Awarded to: District Creative Printing

PROGRAM 2573-S												
TERM OF CONTRACT: JUNE 25, 2020 THROUGH MAY 31, 2021 PLUS UP TO 4 OPTION YEARS												
TITLE THE PAVILLION												
ITEM NO.	DESCRIPTION	BASIS OF AWARD	WBC INC., d/b/a LITHEXCEL Albuquerque, NM		GLOBAL PRINTING d/b/a MOREVANG Alexandria, VA		THE PRINT HOUSE Brooklyn, NY		PRODUCTION PRESS Jacksonville, IL		ROBINSON ANDERSON & ASSOC Elk Grove, CA	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:											
(a)	Printing/Imaging 4-page issue, per issue											
(1)	Makereadyand/or Setup	2	\$352.00	\$704.00	\$25.00	\$50.00	\$50.00	\$100.00	\$70.47	\$140.94	\$21.00	\$42.00
(2)	Running Per 100 Copies	3	\$18.50	\$55.50	\$85.00	\$255.00	\$60.00	\$180.00	\$38.71	\$116.13	\$154.00	\$462.00
(b)	Printing/Imaging 8-page issue, per issue											
(1)	Makereadyand/or Setup	2	\$520.00	\$1,040.00	\$40.00	\$80.00	\$50.00	\$100.00	\$101.00	\$202.00	\$30.00	\$60.00
(2)	Running Per 100 Copies	2	\$32.00	\$64.00	\$120.00	\$240.00	\$100.00	\$200.00	\$41.21	\$82.42	\$255.00	\$510.00
<b>Contractor Total</b>				\$1,863.50		\$625.00		\$580.00		\$541.49		\$1,074.00
<b>Prompt Payment Discount</b>			2.00%	\$37.27	1.00%	\$6.25	0.25%	\$1.45	0.25%	\$1.35	2.00%	\$21.48
<b>Discounted Total</b>			10 DAYS	<b>\$1,826.23</b>	20 DAYS	<b>\$618.75</b>	20 DAYS	<b>\$578.55</b>	20 DAYS	<b>\$540.14</b>	20 DAYS	<b>\$1,052.52</b>

Abstracted by: Teresa Doughty-Shoffstall 06/15/2020

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Awarded to: District Creative Printing

*This is a reprocurement of the terminated contract 2573-S (R1) with revised specifications.*

*This procurement is being solicited as a small purchase Request for Quotation (RFQ). The sealed bidding terminology as used throughout these specifications is synonymous with their negotiated procurement counterparts unless specifically stated otherwise. Negotiated pursuant to 41 U.S.C. 5(1).*

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, OH

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

“The Pavillion”

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

Department of Interior for the George Rogers Clark National Historical Park – Vincennes, Indiana

Single Award

### **TERM OF CONTRACT**

The term of this contract is for 1 year, (base year period Date of Award through May 31, 2021) plus up to four (4) optional 12-month periods (June 1, 2021 through May 31, 2022; June 1, 2022 through May 31, 2023; June 1, 2023 through May 31, 2024; and June 1, 2024 through May 31, 2025) that may be added in accordance with the “Option to Extend the Term of Contract”, and “Economic Price Adjustment” clauses in Section 1 of this contract.

### **QUOTE OPENING**

Quotes shall be opened at 11:00 a.m., prevailing Eastern Daylight Time, on **June 11, 2020** at the U.S. Government Publishing Office, Columbus Regional Office.

### **QUOTE SUBMISSION**

Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email quotes to [bidscolumbus@gpo.gov](mailto:bidscolumbus@gpo.gov) for this solicitation. No other method of quote submission will be accepted at this time.

The company name, program number, and quote opening date must be specified in the subject line of the emailed quote submission. Quotes received after 11:00 a.m. prevailing Eastern Daylight Time on the quote opening date specified above will not be considered for award.

### **BIDDERS PLEASE NOTE**

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Specific attention is directed to:

- Quote submission provisions under “Additional Emailed Quote Submission Provisions” on page 5.
- GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- Additional changes scattered throughout.

Abstract is available on GPO website at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature before award, e-mail Linda Price at [lprice@gpo.gov](mailto:lprice@gpo.gov). For contact administration after award, contact GPO Columbus Regional Office at (614) 488-4616, Linda Price, ext. 7 or Teri Shoffstall, ext. 6.

## **SECTION 1. – GENERAL TERMS AND CONDITIONS**

### **GPO CONTRACT TERMS**

Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 9-19)).

- GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>.
- GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.
- More GPO Publications can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

### **QUALITY ASSURANCE LEVELS AND STANDARDS**

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III. This shall include an image reproduced by any means.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs
P-8. Halftone Match	Approved Proofs
P-10. Process Color Match	Approved Proofs

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

### **EXTENSION OF THE TERM OF CONTRACT**

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

### **OPTION TO EXTEND THE TERM OF CONTRACT**

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years (**May 31, 2025**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Term of Contract” clause. See also “Economic Price Adjustment” for authorized pricing adjustment(s).

### **ECONOMIC PRICE ADJUSTMENT**

The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award through May 31, 2021**, 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 **February 29, 2020**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

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

### **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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

### **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 May 31, 2021** (plus options). 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(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

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

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

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

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

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

### **DELIVERY/SHIPPING STATUS INFORMATION**

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (and/or shipment as applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via e-mail to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov) or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577. Personnel receiving e-mail, phone call, or fax, will be unable to respond to questions of a technical nature or transfer any inquiries.

### **ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS**

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed quote including, but not limited to, the following –

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email quote is received by GPO, it will remain unopened until the specified quote opening time. Government personnel will not validate receipt of the emailed quote prior to quote opening. GPO will use the prevailing Eastern Daylight Time and the exact time that the email is received by GPO's email server as the official time stamp for quote receipt at the specified location.

### **PAYMENT**

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in "[SECTION 4. – SCHEDULE OF PRICES.](#)"

At time of invoicing, the contractor shall submit a copy of the print order, a low-resolution PDF of the complete publication produced under the contract, contractor's invoice, and all delivery receipts via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov).

## **SECTION 2. – SPECIFICATIONS**

### **SCOPE**

These specifications cover the production of a newsletter requiring such operations as transmission of electronic files, electronic prepress, reproducibles, proofs, printing/imaging in full color, saddle-folding, packing, and delivery.

### **TITLE**

“The Pavillion”

### **FREQUENCY OF ORDERS, NUMBER OF PAGES, AND QUANTITIES**

Based on anticipated usage, approximately 2 orders per year for 4-page newsletter (anticipate autumn and winter) and 2 orders per year for 8-page newsletter (anticipate spring and summer). Approximately 50 to 200 copies per order.

### **TRIM SIZE**

8-1/2 x 11”

### **GOVERNMENT TO FURNISH**

PDF file, created on Windows 7 in Word 2010 will be sent via e-mail. Files formatted to include text, rules, line art, screens, and photographs in final layout form. Some keylines may print. Color system is RGB. Color separations have not been made.

NPS Rawlinson and Adobe Frutiger fonts will be used and will be furnished by the Government. Custom letter spacing/kerning files are included. These fonts are the property of the Government and must be returned with the furnished material.

Delivery/Shipping Status Report Form.

Print Orders (GPO Form 2511).

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

### **CONTRACTOR TO FURNISH**

All materials and operations, other than those listed under “Government to Furnish”, necessary to produce the product(s) in accordance with these specifications.

### **ELECTRONIC PREPRESS**

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Officer prior to further performance.

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



Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

### **REPRODUCIBLES**

The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

### **PROOFS**

All orders require PDF "Soft" proofs of the complete publication. Contractor to submit on "Press Quality" PDF "Soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must e-mail proofs to the address(es) indicated on the individual print order. Contractor must call the e-mail recipient(s) within 60 minutes of e-mail submission to confirm receipt of e-mail. E-Mail to include proof cover sheet.

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

Author's alterations (refer to page 17 (item 16) of GPO Contract Terms 310.2 (Rev. 01-18)) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

The contractor must not print prior to receipt of an "Okay to Print".

### **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. 13" dated September 2019.

The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s).

White Gloss Coated Text, basis weight 70-lbs. per 500 sheets, basis size 25 x 38", equal to JCP Code A180.

### **PRINTING/IMAGING**

Print/Image head-to-head in full color. Page 1 has black banner, heavy coverage, with reverse printing of text matter and logo.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III 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.

### **MARGINS**

Margins will be as indicated on the print order or digital files. No bleeds.

### **BINDING**

Inset signatures, saddle-fold, and trim three sides. No stitching required.

### **PACKING**

Pack in shipping containers furnished by the contractor. Shipping containers are not to exceed 45 pounds when fully packed.

### **LABELING AND MARKING**

Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

### **INSPECTION SAMPLES**

When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

### **DEPARTMENTAL RANDOM COPIES (BLUE LABEL)**

Orders must be divided into equal sublots as indicated on the individual print order. 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 certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>). 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 label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” hereafter.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

### **DISTRIBUTION**

Deliver f.o.b. destination to Department of the Interior; George Rogers Clark National Historical Park; ATTN: Park Ranger; 401 South Second Street; Vincennes, IN 47591.

Inside delivery required. Inside delivery is defined as delivery into a Government controlled space as directed.

**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) to be e-mailed with the furnished material.

Proofs must be e-mailed to the e-mail address(es) indicated on the individual print order.

The following schedule begins upon receipt of print order and furnished material. Contractor must confirm receipt of print order and furnished material within 60 minutes of receipt via e-mail or telephone. The workday of receipt will be the first workday of the schedule.

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

	<u>WD After</u>
Contractor e-mail and confirm receipt of proofs .....	3
Government to e-mail proofs marked “OK to Print” or “OK to print with Corrections” .....	2
Contractor must make complete delivery .....	5

The “Ship/Deliver” date indicated on the print order is the date products must be received at destination.

**RECEIPT FOR DELIVERY**

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

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

All expenses incidental to pickup/return of materials/proofs via e-mail and furnishing sample copies, must be borne by the contractor.

**SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce 1 year’s product under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. (1) (2)
- (a) 2 3
- (b) 2 2

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. delivery at destination to Vincennes, Indiana.

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

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

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

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

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

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

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Printing/Imaging 4-page issue..... per issue.....	\$ _____	\$ _____
(b) Printing/Imaging 8-page issue..... per issue.....	\$ _____	\$ _____

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

***RETURN THIS PAGE TO GPO, COLUMBUS, OH RO***

**SCHEDULE OF PRICES**

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “Discounts” of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder: \_\_\_\_\_  
(Contractor’s Name) (GPO Contractor’s Code)

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

\_\_\_\_\_  
(City – State – Zip Code)

By: \_\_\_\_\_ (Date)  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

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**THIS SECTION FOR GPO USE ONLY**

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

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***RETURN THIS PAGE TO GPO, COLUMBUS, OH RO***