

**TITLE: Quick-Schedule Copying Services**

				(Contr #1 - E4)			(Contr #2 - G4)			(Contr #3 - I4)			(Contr #4 - K4)			(Contr #5 - M4)
				CCPPM	East Bay Blue Print		ARC-San Francisco		Current Contractor							
		BASIS OF		Elk Grove, CA	Oakland, CA		San Francisco, CA		CCPPM							
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>COPYING/DUPLICATING:</b>															
1.	Copying: Prices <b>do not include</b> cost of paper.															
(a)	Black-only copying...per (8-1/2x11") printed page.....	1,113,000	0.025	27,825.00	0.022	24,486.00	0.02	22,260.00	0.025	27,825.00						
(b)	Color copying.....per (8-1/2x11") printed page.....	1,200,000	0.15	180,000.00	0.15	180,000.00	0.16	192,000.00	0.16	192,000.00						
(c)	Tab dividers printing black-only...per printed divider...	15,000	0.09	1,350.00	0.085	1,275.00	0.07	1,050.00	0.08	1,200.00						
2.	Large format black-only copying: Price <b>includes</b> the cost of paper.															
(a)	Black-only copying .....(per square foot)* .....	3,000	0.20	600.00	0.12	360.00	0.12	360.00	0.20	600.00						
(b)	Color copying.....(per square foot)* .....	9,000	3.25	29,250.00	0.55	4,950.00	0.75	6,750.00	3.25	29,250.00						
	* A product's chargeable units to be determined by dividing the size of sheet, expressed in square cm (or square inches), and dividing by (or 144 sq. inches), with any fractional remainder being counted as a whole.															
3.	NCR Sets: Price <b>includes</b> the cost of paper.															
(a)	2-part NCR Sets, pre-collated.....per 100 sets.....	20	25.00	500.00	32.00	640.00	25.00	500.00	35.00	700.00						
(b)	3-part NCR Sets, pre-collated.....per 100 sets.....	20	40.00	800.00	44.00	880.00	40.00	800.00	50.00	1,000.00						
(c)	4-part NCR Sets, pre-collated.....per 100 sets.....	20	50.00	1,000.00	51.00	1,020.00	55.00	1,100.00	65.00	1,300.00						
4.	Copying: Prices do not include cost of paper.															
(a)	Black-only copying...over 8-1/2 x 11" up to 12 x 18" printed page.....	500	0.10	50.00	0.075	37.50	0.09	45.00	0.10	50.00						
(b)	Color copying...over 8-1/2 x 11" up to 12 x 18" printed page.....	500	0.50	250.00	0.34	170.00	0.40	200.00	0.50	250.00						
<b>II.</b>	<b>PAPER: PER 100 LEAVES: (8-1/2 x 11")</b>															
(a)	White offset book (50 lb.), white writing (20 lb.), white xerographic bond or colored writing (20 lb.)...	10,500	0.60	6,300.00	0.75	7,875.00	0.75	7,875.00	0.75	7,875.00						
(b)	White offset book (60 lb.), white writing (24 lb.), white xerographic bond or colored writing (24 lb.)...	630	1.50	945.00	1.25	787.50	1.50	945.00	1.50	945.00						
(c)	High quality white laser bond (24 lb.).....	3,000	2.00	6,000.00	2.50	7,500.00	1.75	5,250.00	1.75	5,250.00						
(d)	Bright white gloss digital bond (32 lb.).....	9,000	2.25	20,250.00	2.75	24,750.00	2.20	19,800.00	2.25	20,250.00						
(e)	Colored vellum-finish offset book (60 lb.).....	150	2.50	375.00	2.50	375.00	2.25	337.50	2.50	375.00						
(f)	Colored vellum-finish offset book (70 lb.).....	150	2.50	375.00	2.75	412.50	2.50	375.00	2.60	390.00						
(g)	White index (110 lb.).....	30	5.00	150.00	3.75	112.50	5.00	150.00	5.10	153.00						
(h)	Colored index (110 lb.).....	30	5.00	150.00	4.00	120.00	5.00	150.00	5.10	153.00						
(i)	White vellum-finish cover (65 lb.).....	30	7.00	210.00	4.00	120.00	7.50	225.00	7.60	228.00						
(j)	Colored vellum-finish cover (65 lb.).....	30	7.00	210.00	4.25	127.50	7.50	225.00	7.60	228.00						
(k)	White vellum-finish cover (80 lb.).....	15	7.00	105.00	6.00	90.00	5.25	78.75	7.00	105.00						
(l)	Colored vellum-finish cover (80 lb.).....	15	7.00	105.00	6.50	97.50	5.25	78.75	7.00	105.00						
(m)	Bright white gloss digital cover (90 lb.).....	15	11.00	165.00	7.00	105.00	10.50	157.50	11.50	172.50						
(n)	Bright white satin digital cover (80 lb.).....	15	11.00	165.00	7.50	112.50	10.50	157.50	11.50	172.50						
(o)	Color laser transparency film.....	15	25.00	375.00	95.00	1,425.00	25.00	375.00	25.00	375.00						
(p)	Clear plastic cover sheet.....	15	20.00	300.00	28.00	420.00	17.50	262.50	20.00	300.00						
(q)	White index tab dividers (9x11", 1/5th cut: 90 lb.)... ..per 100 tab dividers.....	150	8.00	1,200.00	7.50	1,125.00	7.50	1,125.00	8.00	1,200.00						
(r)	Blank Vinyl covers, 20 mil thick.....	15	40.00	600.00	35.00	525.00	40.00	600.00	50.00	750.00						
<b>III.</b>	<b>ADDITIONAL OPERATIONS:</b>															
(a)	Drilling, up to three holes per run...per 100 leaves..	5,415	NC		0.30	1,624.50	NC		NC							
(b)	Typesetting of tab divider copy.....per line.....	300	1.00	300.00	1.00	300.00	1.25	375.00	1.50	450.00						

(c)	Trimming (applies only to products with a trim size smaller than 8-1/2 x 11")...per cut, per 100 leaves..	150	1.00	150.00	1.00	150.00	1.00	150.00	1.00	150.00
(d)	Inserting tab, divider sheets throughout.....per 100 leaves.....	300	6.00	1,800.00	5.00	1,500.00	5.00	1,500.00	6.00	1,800.00
(e)	Banding with kraft paper, rubber band or tie.....per band.....	3,000	0.15	450.00	0.10	300.00	0.10	300.00	0.15	450.00
(f)	Shrink wrapping.....per wrap.....	105,000	0.20	21,000.00	0.30	31,500.00	0.30	31,500.00	0.30	31,500.00
(g)	Plastic comb binding (includes binder material, collating and punching).....per piece.....	675	1.00	675.00	0.75	506.25	0.75	506.25	1.00	675.00
(h)	One wire stitch (staple) at upper left corner or two side wire stitches along bind edge....per piece.....	3,600	NC		0.10	360.00	0.02	72.00	NC	
(i)	Saddle-stitching (includes collating, folding).....per piece.....	1,950	0.20	390.00	0.15	292.50	0.10	195.00	0.18	351.00
(j)	Plasti-Koil binding (includes binder material, collating and punching).....per piece.....	1,800	1.00	1,800.00	1.250	2,250.00	0.75	1,350.00	1.00	1,800.00
(k)	Double Wire-O binding (includes binder material, collating and punching).....per piece.....	675	1.50	1,012.50	1.75	1,181.25	1.00	675.00	1.00	675.00
(l)	Thermo-plastic tape binding (includes binder material, collating and punching)....per piece.....	150	1.50	225.00	0.75	112.50	0.75	112.50	1.00	150.00
(m)	Velo binding (includes binder material and collating).....per piece.....	150	1.50	225.00	0.75	112.50	0.50	75.00	1.00	150.00
(n)	Folding (one to three parallel folds per sheet: applicable only to single-sheet products).....per 100 sheets.....	150	2.50	375.00	3.00	450.00	2.25	337.50	2.50	375.00
(o)	Laminating with clear 3 mil or 5 mil thick film laminate.....(per sq. ft.)*..... *For laminating purposes, each (8-1/2 x 11") cut sheet shall be rounded up and considered to be one square foot in area and charged accordingly.	300	1.00	300.00	1.25	375.00	1.00	300.00	1.00	300.00
(p)	Addressing of self-mailers.....per 100 pieces...	60	7.00	420.00	5.00	300.00	5.00	300.00	7.00	420.00
(q)	Provision and affixing of pressure-sensitive tabs to self-mailers.....per 100 pieces....	60	5.00	300.00	5.00	300.00	5.00	300.00	6.50	390.00
(r)	Insertion of copied material into Gov't furnished envelopes.....per 100 envelopes.....	30	5.00	150.00	5.00	150.00	5.00	150.00	5.25	157.50
(s)	Padding, including NCR form sets..per 100 sheets.	150	1.00	150.00	1.00	150.00	2.00	300.00	3.00	450.00
(t)	1/2" Capacity, 3-ring binder.....per binder.....	60	4.00	240.00	5.00	300.00	3.00	180.00	4.00	240.00
(u)	1" Capacity, 3-ring binder.....per binder.....	90	5.00	450.00	4.00	360.00	4.50	405.00	5.00	450.00
(v)	2" Capacity, 3-ring binder.....per binder.....	60	6.00	360.00	5.50	330.00	5.50	330.00	6.00	360.00
(w)	3" Capacity, 3-ring binder.....per binder.....	45	7.00	315.00	6.50	292.50	7.00	315.00	7.00	315.00
(x)	Providing black & white bleeds on text pages and/or covers, per printed page/cover.....	200	0.10	20.00	0.15	30.00	0.20	40.00	0.10	20.00
(y)	Providing color bleeds on text pages and/or covers, per printed page/cover.....	200	0.50	100.00	0.45	90.00	0.45	90.00	0.65	130.00
(z)	Proofs, not pre-production smaples.....per proof.....	75	1.00	75.00	5.00	375.00	NC			
(aa)	Perforating or scoring.....per 100 sheets.....	10	6.00	60.00	20.00	200.00	5.00	50.00	5.50	55.00
(bb)	Mounting on 3/16" customer furnished ultraboard stock.....per square foot.....	200	4.00	800.00	1.50	300.00	3.25	650.00	4.00	800.00
(cc)	3 Mil Encapsulation/Lamination...per square foot....	150	6.00	900.00	1.25	187.50	4.25	637.50	7.00	1,050.00
(dd)	Mounting 48 x 36" printed poster on Black Gatorboard, 3/16" thick.....per square foot.....	200	10.00	2,000.00	3.00	600.00	5.50	1,100.00	12.00	2,400.00
(ee)	Mounting 48 x 36" printed poster on White Gatorboard, 3/16" thick.....per square foot.....	200	10.00	2,000.00	3.00	600.00	5.50	1,100.00	12.00	2,400.00
(ff)	Apply "Dry Erase" lamination to 48 x 36" printed poster.....per square foot.....	50	6.00	300.00	4.00	200.00	5.00	250.00	7.00	350.00
<b>IV.</b>	<b>SURCHARGE FOR ACCELERATED DELIVERY:</b>									
	Subtotal of Items I., II., III.			316,947.50		305,678.00		306,878.25		342,015.50
	Accelerated Delivery Orders	10%		31,694.75		30,567.80		30,687.83		34,201.55
	Delivery of "priority orders" within four working hours after notification of availability of Government furnished materials for pickup by the contractor....					Page 2 of 3				
	.....percentage surcharge.....%		NC		NC		NC		NC	

	SUBTOTAL with Accelerated Deliver			316,947.50		305,678.00		306,878.25		342,015.50	
	<b>CONTRACTOR TOTALS</b>			<b>\$316,947.50</b>		<b>\$305,678.00</b>		<b>\$306,878.25</b>		<b>\$342,015.50</b>	
	<b>DISCOUNT</b>		<b>1.00%</b>	<b>\$3,169.48</b>					<b>1.00%</b>	<b>\$3,420.16</b>	
	<b>DISCOUNTED TOTALS</b>			<b>\$313,778.02</b>		<b>\$305,678.00</b>		<b>\$306,878.25</b>		<b>\$338,595.34</b>	
						<b>AWARDED</b>					

U.S. GOVERNMENT PUBLISHING OFFICE  
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Quick-Schedule Copying Services**

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

Various Government Agencies

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending April 30, 2022 plus up to 4 optional 12-month extension periods that may be added in accordance with the “Option to Extend the Term of the Contract” clause in Section 1 of 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 the San Francisco/Oakland/Berkeley Metro Area, CA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will be 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.

**BID OPENING:** Bids shall be opened at **2:00pm**, prevailing Pacific Time, on **March 16, 2021** at the U.S. Government Publishing Office, San Francisco Regional Procurement Office. Due to the COVID-19 pandemic, this will not be a public bid opening.

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

The Program 2980-S and bid opening date must be specified in the subject line of the emailed submission. Bids received after 2:00 pm on the bid opening date specified above will not be considered for award.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75MB 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 is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

An abstract of the previous contract prices is included herein.

For technical information, call Scoti Cox at (707) 748-1970, ext. 2 or [scox@gpo.gov](mailto:scox@gpo.gov).

## 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 Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 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/contractterms2018.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>.

**SUBCONTRACTING:** Subcontracting is NOT authorized.

**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.

Inspection Levels (from ANSI/ASQC Z1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Gov't Furnished Materials/Digital Files
P-10. Process Color Match	Gov't Furnished Materials/Prior-to-Production Sample

**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 pre-award 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.

**OPTION TO EXTEND THE TERM OF THE 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 before expiration of the current contract term. 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 three 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.

**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.

**PAYMENT:** Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the order ordering agency for verification, approval and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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 receiving payment. Instructions 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/agency/billing-and-payment>

**ORDERING:** Items to be furnished under this contract will be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from May 1, 2021 to as late as April 30, 2022. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. 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 delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that contractor will not accept an order providing for the accelerated delivery may be specified under this contract, and if the delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from May 1, 2021 to April 30, 2022. 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.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" 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 the 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 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 January 31, 2021, 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.

**NOTIFICATION:** The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or nonavailability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

### PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) Design, (B) development, or (C) operation;
  - (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
  - (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.
- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a

system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications describe quick turnaround copying requiring such operations as copy pickup, black-only and color copying, 1-4 part NCR form sets, posters, mounted posters on foam core/gator board, inserting printed materials in various capacity contractor furnished binders, padding, inserting Chicago Screw Posts, "Case File" copying, binding, drilling, folding, laminating, addressing of printed pieces from (and maintenance of) a furnished digital mailing address database(s), packing and delivery.

The contractor must be capable of producing as many as 80,000 total copies from furnished multi-page publications within 24 hours to accommodate contract performance requirements. Pickup and delivery of all contract materials must be made by an employee of the contractor in a contractor-owned vehicle.

**TITLE:** Quick Schedule Copying.

**FREQUENCY OF ORDERS:** From 6 to 120 (60 average orders per month) orders will be required monthly.

**QUANTITY:** Relying upon past performance, it is estimated that approximately average of 195,000 total impressions will printed per month, based upon submittal of:

\*Includes large format copying.

Copying: Approximately 1 to 5,000 (average 140) copies per original.

Case File copying: Approximately 1 to 5 (average 1) copy per original.

It is estimated that as many as 2% of the total impressions produced under this contract will require case file copying.

**TRIM SIZE:** Single-sheet and bound products up to 12 x 18", plus large format drawings up to 48 x 72". Posters up to 48 x36".

**COPYING:** Based upon past performance, it is estimated that approximately 80% of the total impressions will print both sides and approximately 20% will print one side only.

Color copying will require printing color copying on one (including black-only on reverse) or on both sides.

"Case File" copying orders will require making 1 to 5 (average 1) copy of each furnished original document. Furnished originals will consist of various types and sizes of documents: typically requiring the deconstruction consisting of removal of Post-It Notes and/or various fastening devices (staples, etc.), hand-feeding/orientation of the furnished originals into or onto the copying machine (as opposed to placement into an automatic document feeder) and reassembly of the furnished file document(s) to their original state. Some documents may additionally require reduction.

**NOTE:** It is extremely important that all case file documents are accurately reassembled after copying. Material in these files is not public information and must be treated as confidential. No copies of any of these documents may be retained by the contractor. Distribution or use of any of the material contained in these files will be cause for immediate termination of this contract.

Large Format Copying: Large format products will print black on one side only or color copying, face only.

NCR Sets: Print 2-part, 3-part and 4-part NCR sets in black ink, face only (or face and back) as indicated on print order. Collate in sequence; and fan-a-part on top 8-1/2 x 11" dimension.

Saddle-Stitch Booklets: The U.S. Courts of Appeals in San Francisco, CA will submit one print order per day for their "Slip Opinions" saddle-stitch booklets via email. The booklets average from 4-40 pages each, print in black ink, face and back. The trim size is 5-1/2 x 8-1/2". Saddle-stitch on left 5-1/2" dimension. Based on past performance, one print order will be submitted on a daily workday basis containing multiple booklets. The print order will be emailed to the contractor along with all PDF files. Print orders are received in the AM and returned by 2:00pm.

**MARGINS:** Follow copy furnished unless otherwise specified.

**BINDING:** Bind as indicated on the print order, typically along the 11" dimension.

Various binding styles will be ordered, as follows:

Band individual copies with a strip of heavy kraft paper, 3" in width, around the short dimension; or, at contractor's option, with a heavy rubber band, or tie with twine.

Wire stitch documents up to 1/2" thick once in upper left corner or twice at the side; or rubber band, as indicated on order form.

Saddle-stitch with two wire stitches, as indicated on the print order.

Black (or occasionally colored) plastic comb binder of suitable capacity.

Black (or occasionally colored) Plasti-Koil binder of suitable capacity.

Double Wire-O binder of suitable capacity.

Velo binding of suitable capacity.

Black (or occasionally colored) thermo-plastic tape binding of suitable capacity.

**BINDERS:** Binders are white with pockets on inside front and back covers. Clear plastic overlay over the entire outside front/back covers and at spine. Insert printed covers and spine into clear plastic overlays. Binders are standard 3-ring binder, as follows:

a) 1/2" Capacity 3-Ring Binder.

b) 1" Capacity, 3-Ring Binder.

c) 2" Capacity, 3-Ring Binder.

d) 3" Capacity, 3-Ring Binder.

**DRILLING:** Based upon past performance, it is estimated that as many as 50% of the total leaves ordered will require three round (1/4" to 3/8") diameter holes, 4-1/4" center-to-center); or five round 1/4" diameter holes, 2-1/8" center-to-center centered along the 11" side, 3/8" from left edge.

**MOUNTING POSTERS:** Printed posters to be mounted on customer furnished Ultra board, 3/16" thick or contractor furnished gator board as indicated on print order. Additionally, posters may be laminated with 3mil lamination, encapsulation style.

**FOLDING:** Folding of forms with one to three parallel folds will be required. Fold to finish size designated on the print order.

**GOVERNMENT TO FURNISH:** Repro copy and digital files for copying and for Case File copying. Digital files include, but not limited to, PDF, EPS, JPG, PUB, GIF and TIF files. Native files include, but not limited to, InDesign, Illustrator and Publisher. The contractor must have the current versions and upgrade software, as needed. A GPO Form 952 may accompany the furnished digital files.

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

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) 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.

**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:** The specifications of all stock 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, and any subsequent amendments thereto.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

The stock to be used will be indicated on each print order.

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).

White Offset Book, basis weight: 50 and 60 lbs. per 500 sheets, equal to JCP Code A60.

White and Colored Writing, basis weight: 20 lbs. per 500 sheets, equal to JCP Code D10.

White Xerographic Bond, basis weight: 20 lbs. per 500 sheets, equal to JCP Code O63.

High Quality White Laser Bond, basis weight: 24 lbs. per 500 sheets, equal to JCP Code O61.

Bright White Gloss Digital Bond, basis weight: 32 lbs. per 500 sheets. Suitable for use in high quality xerographic copiers or digital printers: Mohawk's Navajo Bright White, or equal.

Bright White Gloss Digital Cover, basis weight: 80 lbs. per 500 sheets. Suitable for use in high quality xerographic copiers or digital printers: Mohawk's Navajo Bright White, or equal.

Bright White Satin Digital Cover, basis weight: 80 lbs. per 500 sheets. Suitable for use in high quality xerographic copiers or digital printers: Mohawk's Navajo Radiant White, or equal.

White and Colored Index, basis weight 90 lbs. per 500 sheets equal to JCP Code K10.

White and Colored Index, basis weight 110 lbs. per 500 sheets equal to JCP Code K10.

Colored Vellum-Finish Offset Book, basis weight 70 lbs. per 500 sheets equal to JCP Code A90.

White and Colored Vellum-Finish Cover, basis weight 65 lbs. and 80 lbs. per 500 sheets equal to JCP Code L20.

Color laser transparency film, approximately .004" thick.

Clear protective plastic cover sheets, approximately .010" thick.

Black Vinyl Covers, approximately 20 mil thick.

NCR Carbonless Bond, White or Colored, basis weight: 15-18 lbs. per 500 sheets equal to JCP Code O80.

\*Stocks are either/or CB, CFB, and CF.

**PACKING:** Package copy (rubber band, shrink wrap, etc.), if applicable, according to instructions on the print order.

Pack in containers to ensure delivery without damage, packing each order separately with order form displayed on outside of container.

**PRIOR-TO-PRODUCTION SAMPLES:** Jobs requiring color copying may require the contractor to submit prior-to-production sample for evaluation before final production, per Government request. If prior-to-production samples are required, the contractor may not proceed with color copying without an "OK to print."

**PICKUP AND DELIVERY:** Orders that require contractor pickup of furnished materials from, and delivery of complete orders to, various Government facilities throughout the greater San Francisco metro region.

Based upon past performance, as many 1% of the total orders will require pickup of furnished materials from the GPO San Francisco's Regional Printing Procurement Office in Benicia, CA.

Based upon past performance, as many as 76% of the total orders will require pickup from, and delivery to, Government facilities in Oakland and Berkeley, CA.

Based upon past performance, the balance of the contract orders will require pickup from, and delivery to, Government facilities within the San Francisco City Limits.

\*For orders that deliver beyond the 25-mile radius of the San Francisco/Oakland/Berkeley Metro area, the contractor will be reimbursed all delivery charges. Submit copies of all delivery receipts, with signature, with your completed voucher for payment.

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

**SCHEDULE:** Furnished material must be picked up from and delivered to address listed above. Inside delivery required.

Priority jobs (requiring accelerated delivery) must be completed and delivered *within four working hours*, that is; jobs submitted at 10:00 AM are due at 2:00 PM the same day; jobs submitted at 2:00 PM are due at 10:00 AM the next workday.

The contractor will charge a surcharge for accelerated delivery. Charges by the contractor for accelerated delivery will only be paid if "Accelerated Schedule" is indicated on the print order. Failure of the contractor to deliver work by the time and date indicated will result in the disallowance of any surcharge for accelerated delivery.

Routine jobs must be completed and delivered within eight working hours, that is; jobs submitted at 10:00 AM are due at 10:00 AM the next workday; jobs submitted at 2:00 PM are due at 2:00 PM the next workday.

High volume jobs requiring more than 80,000 total printed impressions will deliver within two to five workdays after notification of availability of Government furnished materials.

Case File jobs will deliver within two workdays after notification of availability of Government furnished materials.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's 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 under this contract.

Accelerated delivery: The percentage uprate submitted by the contractor under Item III shall first be applied to 10% of the subtotal of costs obtained from Items I and II. The product of this application shall then be added to the subtotal of costs obtained from Items I and II to determine the each bidder's total contract bid price.

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

<b>I.</b>		<b>III.</b>	
1. (a)	1,113,000	(a)	5,415
(b)	1,200,000	(b)	300
(c)	15,000	(c)	150
2. (a)	3,000	(d)	300
(b)	9,000	(e)	3,000
3. (a)	20	(f)	105,000
(b)	20	(g)	675
(c)	20	(h)	3,600
4. (a)	500		
(b)	500		
<b>II.</b>		(i)	1,950
(a)	10,500	(j)	1,800
(b)	630	(k)	675
(c)	3,000	(l)	150
(d)	9,000	(m)	150
(e)	150	(n)	150
(f)	150	(o)	300
(g)	30	(p)	60
(h)	30	(q)	60
(i)	30	(r)	30
(j)	30	(s)	150
(k)	15	(t)	60
(l)	15	(u)	90
(m)	15	(v)	60
(n)	15	(w)	45
(o)	15	(x)	200
(p)	15	(y)	200
(q)	150	(z)	75
(r)	15	(aa)	10
		(bb)	200



**III.**

1. (cc)	150
(dd)	200
(ee)	200
2. (ff)	50

**IV. Surcharge for accelerated delivery:**  
See explanation above.

## SECTION 4.- SCHEDULE OF PRICES

**SUBMISSION OF BIDS & EVALUATION:** Bids offered 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.

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

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

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

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

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. The contractor may not charge pages printing only black on the reverse side of four-color copy at the four-color copy rate.

Color copying prior-to-productions samples, if necessary, shall be charged under Item I.(a).

Digital makeready cost(s): Note that all the quotes submitted for Item I shall include any digital makeready and/or preparation costs that may be required by Government submittal of simple Macintosh-compatible or Windows-compatible word processing files (MS Word) or Adobe Acrobat Portable Document Format (PDF) files. If the order includes submittal of a professional layout program with more complex digital content or if the content requires more extensive digital preparation to RIP the furnished digital copy directly to the copying machine for higher quality halftone reproduction, then the contractor is to call the GPO to discuss issuance of a contract modification.

Products with a trim size as large as **5-1/2 x 8-1/2"** shall be charged at *half* the quoted **8-1/2 x 11"** rates. Products with a trim size between **5-1/2 x 8-1/2"** and **8-1/2 x 11"** shall be charged at the quoted **8-1/2 x 11"** rates.

Products with a trim size between **8-1/2 x 11"** and **17 x 11"** shall be charged at *twice* the quoted **8-1/2 x 11"** rates.

Products with a trim size between **11 x 17"** and **12 x 18"** shall be charged at *2-1/2* times the quoted **8-1/2 x 11"** rates.

**I. COPYING/DUPLICATING:** Prices quoted shall include the cost of all required materials and operations (excepting those listed in Items II, III and IV) necessary for the complete production and distribution of the product listed in accordance with these specifications:

1. Copying: Prices **do not include** cost of paper.

(a) Black-only copying....per (8-1/2 x 11”) printed page.....\$ \_\_\_\_\_

(b) Color copying.....per (8-1/2 x 11”) printed page.....\$ \_\_\_\_\_

(c) Tab dividers printing black-only.....per printed divider.....\$ \_\_\_\_\_

2. Large format black-only copying: Price **includes** the cost of paper.

(a) Black-only copying.....(per square foot)\*..... \$ \_\_\_\_\_

(b) Color copying.....(per square foot)\*.....\$ \_\_\_\_\_

\* A product’s chargeable units to be determined by dividing the size of sheet, expressed in square cm (or square inches), and dividing by (or 144 sq. inches), with any fractional remainder being counted as a whole.

3. NCR Sets: Price **includes** the cost of paper.

(a) 2-part NCR Sets, pre-collated.....per 100 sets..... \$ \_\_\_\_\_

(b) 3-part NCR sets, pre-collated.....per 100 sets.....\$ \_\_\_\_\_

(c) 4-part NCR sets, pre-collated.....per 100 sets.....\$ \_\_\_\_\_

4. Copying: Prices **do not include** cost of paper.

(a) Black-only copying....over 8-1/2 x 11” up to 12 x 18”, printed page.....\$ \_\_\_\_\_

(b) Color copying....over 8-1/2 x 11” up to 12 x 18” printed 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. The cost of any paper required for makeready or running spoilage must be included in the prices quoted.

Products with a trim size as large as **5-1/2 x 8-1/2”** shall be charged at *half* the quoted **8-1/2 x 11”** paper rates.

Products with a trim size between **5-1/2 x 8-1/2”** and **8-1/2 x 11”** shall be charged at the quoted **8-1/2 x 11”** paper rates.

Products with a trim size between **8-1/2 x 11”** and **17 x 11”** shall be charged at *twice* the quoted **8-1/2 x 11”** paper rates.

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Initials

Products with a trim size between **11 x 17"** and **12 x 18"** shall be charged at 2-1/2 times the quoted **8-1/2 x 11"** rates.

**Per 100 leaves:**  
(8-1/2 x 11")

- (a) White offset book (50 lb), white writing (20 lb), white xerographic bond or colored writing (20 lb.) .....\$ \_\_\_\_\_
- (b) White offset book (60 lb), white writing (24 lb), white xerographic bond or colored writing (24 lb.).....\$ \_\_\_\_\_
- (c) High quality white laser bond (24 lb) .....\$ \_\_\_\_\_
- (d) Bright white gloss digital bond (32 lb) .....\$ \_\_\_\_\_
- (e) Colored vellum-finish offset book (60 lb) .....\$ \_\_\_\_\_
- (f) Colored vellum-finish offset book (70 lb) .....\$ \_\_\_\_\_
- (g) White index (110 lb) .....\$ \_\_\_\_\_
- (h) Colored index (110 lb) .....\$ \_\_\_\_\_
- (i) White vellum-finish cover (65 lb) .....\$ \_\_\_\_\_
- (j) Colored vellum-finish cover (65 lb) .....\$ \_\_\_\_\_
- (k) White vellum-finish cover (80 lb) .....\$ \_\_\_\_\_
- (l) Colored vellum-finish cover (80 lb) .....\$ \_\_\_\_\_
- (m) Bright white gloss digital cover (90 lb) .....\$ \_\_\_\_\_
- (n) Bright white satin digital cover (80 lb).....\$ \_\_\_\_\_
- (o) Color laser transparency film.....\$ \_\_\_\_\_
- (p) Clear plastic cover sheet .....\$ \_\_\_\_\_
- (q) White index tab dividers (9 x 11", 1/5th cut: 90 lb).....per 100 tab dividers.....\$ \_\_\_\_\_
- (r) Blank Vinyl covers, 20 mil thick.....\$ \_\_\_\_\_

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Initials

**III. ADDITIONAL OPERATIONS:**

- (a) Drilling, up to three holes per run.....per 100 leaves.....\$ \_\_\_\_\_
- (b) Typesetting of tab divider copy.....per line .....\$ \_\_\_\_\_
- (c) Trimming (applies only to products with a trim size smaller than 8-1/2 x 11").....per cut, per 100 leaves.....\$ \_\_\_\_\_
- (d) Inserting tab, divider sheets throughout.....per 100 leaves .....\$ \_\_\_\_\_
- (e) Banding with kraft paper, rubber band or tie.....per band .....\$ \_\_\_\_\_
- (f) Shrink wrapping.....per wrap.....\$ \_\_\_\_\_
- (g) Plastic comb binding (includes binder material, collating and punching).....per piece .....\$ \_\_\_\_\_
- (h) One wire stitch (staple) at upper left corner or two side wire stitches along bind edge.....per piece .....\$ \_\_\_\_\_
- (i) Saddle-stitching (includes collating, folding).....per piece .....\$ \_\_\_\_\_
- (j) Plasti-Koil binding (includes binder material, collating and punching).....per piece .....\$ \_\_\_\_\_
- (k) Double Wire-O binding (includes binder material, collating and punching).....per piece .....\$ \_\_\_\_\_
- (l) Thermo-plastic tape binding (includes binder material and collating).....per piece.....\$ \_\_\_\_\_
- (m) Velo binding (includes binder material and collating).....per piece ....\$ \_\_\_\_\_
- (n) Folding (one to three parallel folds per sheet: applicable only to single-sheet products).....per 100 sheets.....\$ \_\_\_\_\_
- (o) Laminating with clear 3 mil or 5 mil thick film laminate.....(per sq. ft.)\* .....\$ \_\_\_\_\_

\* For laminating purposes, each (8-1/2 x 11") cut sheet shall be rounded up and considered to be one square foot in area and charged accordingly.

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Initials

- (p) Addressing of self-mailers.....per 100 pieces.....\$ \_\_\_\_\_
- (q) Provision and affixing of pressure-sensitive tabs to self-mailers.....per 100 pieces.....\$ \_\_\_\_\_
- (r) Insertion of copied material into Gov't furnished envelopes.....per 100 envelopes.....\$ \_\_\_\_\_
- (s) Padding, including NCR form sets.....per 100 sheets....\$ \_\_\_\_\_
- (t) ½” Capacity, 3-ring binder.....per binder.....\$ \_\_\_\_\_
- (u) 1” Capacity, 3-ring binder.....per binder.....\$ \_\_\_\_\_
- (v) 2” Capacity, 3-ring binder.....per binder.....\$ \_\_\_\_\_
- (w) 3” Capacity, 3-ring binder.....per binder.....\$ \_\_\_\_\_
- (x) Providing black & white bleeds on text pages and/or covers,  
Per printed page/cover.....\$ \_\_\_\_\_
- (y) Providing color bleeds on text pages and/or covers,  
Per printed page/cover.....\$ \_\_\_\_\_
- (z) Proofs, not pre-production samples.....per proof.....\$ \_\_\_\_\_
- (aa) Perforating or scoring.....per 100 sheets....\$ \_\_\_\_\_
- (bb) Mounting on 3/16” customer furnished ultraboard stock,  
.....per square foot.....\$ \_\_\_\_\_
- (cc) 3 Mil Encapsulation/Lamination..... per square foot.....\$ \_\_\_\_\_
- (dd) Mounting 48 x 36” printed poster on Black Gatorboard, 3/16” thick,  
.....per square foot.....\$ \_\_\_\_\_
- (ee) Mounting 48 x 36” printed poster on White Gator Board, 3/16” thick  
\_\_\_\_\_ per square foot.....\$ \_\_\_\_\_
- (ff) Apply “Dry Erase” lamination to 48 x 36” printed poster,  
.....per square foot.....\$ \_\_\_\_\_

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**IV. SURCHARGE FOR ACCELERATED DELIVERY:** A surcharge will be applied to all prices quoted in Items I, II and III for accelerated delivery, as quoted below:

Delivery of "priority orders" within four working hours  
after notification of availability of Government furnished  
materials for pickup by the contractor.....percentage surcharge .....% \_\_\_\_\_

Discounts are offered for payment as follows: \_\_ percent, \_\_ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

My production facilities are located within the assumed area of production: \_\_\_\_\_yes \_\_\_\_\_no

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete 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 Mat'l 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: \_\_\_\_\_

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Initials

**SHIPMENTS:** 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 Name) (GPO Contractor’s Code)

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

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

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

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



\*\*\*\*\*

**THIS SECTION FOR GPO USE ONLY**

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

\*\*\*\*\*

Program No 2980-S Term 11/01/14 To 10/31/15										
TITLE: Quick-Schedule Copying/Duplicating Services										
			(Contr #1 - E4) Speedway		(Contr #2 - G4) ARC		(Contr #3 - I4) East Bay Blue Print		(Contr #4 - K4) Cornerstone Copy	
			San Francisco, CA		San Francisco, CA		Oakland, CA		Elk Grove, CA	
ITEM NO	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I. COPYING/DUPLICATING:</b>										
1.	Copying: Prices <b>do not include</b> cost of paper.									
(a)	Black-only copying...per (8-1/2x11") printed page	1,113,000	0.02	22,260.00	0.0192	21,369.60	0.019	21,147.00	0.025	27,825.00
(b)	Four-color copying...per (8-1/2x11") printed page	1,200,000	0.15	180,000.00	0.175	210,000.00	0.17	204,000.00	0.16	192,000.00
(c)	Tab dividers printing black-only..per printed divic	15,000	0.09	1,350.00	0.08	1,200.00	0.085	1,275.00	0.08	1,200.00
2.	Large format black-only copying: Price <b>includes</b> the cost of paper.									
(a)	Black-only copying .....(per square foot)* .....	3,000	0.85	2,550.00	0.10	300.00	0.09	270.00	0.20	600.00
(b)	Four-color copying.....(per square foot)* .....	9,000	11.00	99,000.00	3.50	31,500.00	0.75	6,750.00	3.25	29,250.00
* A product's chargeable units to be determined by dividing the size of sheet, expressed in square cm (or square inches), and dividing by (or 144 sq. inches), with any fractional remainder being counted as a whole.										
3.	NCR Sets: Price <b>includes</b> the cost of paper.									
(a)	2-part NCR Sets, pre-collated.....per 100 sets.....	20	55.00	1,100.00	24.40	488.00	17.50	350.00	35.00	700.00
(b)	3-part NCR Sets, pre-collated.....per 100 sets.....	20	69.00	1,380.00	37.24	744.80	28.50	570.00	50.00	1,000.00
(c)	4-part NCR Sets, pre-collated.....per 100 sets.....	20	110.00	2,200.00	49.64	992.80	35.50	710.00	65.00	1,300.00
4.	Copying/Duplicating: Prices <b>do not include</b> cost of paper.									
(a)	Black-only copying...over 8-1/2 x 11" up to 12 x 18" printed page.....	500	0.04	20.00	0.05	25.00	0.07	35.00	0.10	50.00
(b)	Four-color copying...over 8-1/2 x 11" up to 12 x 18" printed page.....	500	0.34	170.00	0.30	150.00	0.35	175.00	0.50	250.00
<b>II. PAPER: PER 100 LEAVES</b>										
(a)	White offset book (50 lb.), white writing (20 lb.), white xerographic bond or colored writing (20 lb.)	10,500	1.40	14,700.00	1.40	14,700.00	0.75	7,875.00	0.75	7,875.00
(b)	White offset book (60 lb.), white writing (24 lb.), white xerographic bond or colored writing (24 lb.)	630	2.60	1,638.00	2.10	1,323.00	1.25	787.50	1.50	945.00
(c)	High quality white laser bond (24 lb.).....	3,000	2.80	8,400.00	2.10	6,300.00	2.50	7,500.00	1.75	5,250.00
(d)	Bright white gloss digital bond (32 lb.).....	9,000	3.25	29,250.00	3.75	33,750.00	2.75	24,750.00	2.25	20,250.00
(e)	Colored vellum-finish offset book (60 lb.).....	150	3.25	487.50	4.20	630.00	2.25	337.50	2.50	375.00
(f)	Colored vellum-finish offset book (70 lb.).....	150	3.25	487.50	4.50	675.00	2.50	375.00	2.60	390.00
(g)	White index (110 lb.).....	30	6.25	187.50	5.10	153.00	3.50	105.00	5.10	153.00
(h)	Colored index (110 lb.).....	30	6.25	187.50	5.25	157.50	3.75	112.50	5.10	153.00
(i)	White vellum-finish cover (65 lb.).....	30	8.00	240.00	7.30	219.00	4.00	120.00	7.60	228.00
(j)	Colored vellum-finish cover (65 lb.).....	30	8.00	240.00	7.30	219.00	4.50	135.00	7.60	228.00
(k)	White vellum-finish cover (80 lb.).....	15	8.00	120.00	5.30	79.50	6.00	90.00	7.00	105.00
(l)	Colored vellum-finish cover (80 lb.).....	15	8.00	120.00	5.30	79.50	6.50	97.50	7.00	105.00
(m)	Bright white gloss digital cover (90 lb.).....	15	11.50	172.50	10.40	156.00	7.00	105.00	11.50	172.50
(n)	Bright white satin digital cover (80 lb.).....	15	11.50	172.50	10.40	156.00	8.00	120.00	11.50	172.50
(o)	Color laser transparency film.....	15	120.00	1,800.00	60.00	900.00	100.00	1,500.00	25.00	375.00
(p)	Clear plastic cover sheet.....	15	16.00	240.00	10.40	156.00	15.00	225.00	20.00	300.00
(q)	White index tab dividers (9x11", 1/5th cut: 90 lb.).... .....per 100 tab dividers.....	150	11.50	1,725.00	8.32	1,248.00	7.50	1,125.00	8.00	1,200.00
(r)	Blank Vinyl covers, 20 mil thick.....	15	70.00	1,050.00	34.90	523.50	35.00	525.00	50.00	750.00
<b>III. ADDITIONAL OPERATIONS:</b>										
(a)	Drilling, up to three holes per run...per 100 leave	5,415	N/C		N/C		0.30	1,624.50	N/C	
(b)	Typesetting of tab divider copy.....per line...	300	2.50	750.00	2.00	600.00	1.00	300.00	1.50	450.00
(c)	Trimming (applies only to products with a trim size smaller than 8-1/2 x 11")...per cut, per 100 leaves	150	1.20	180.00	1.04	156.00	1.00	150.00	1.00	150.00

(d)	Inserting tab, divider sheets throughout.....										
	.....per 100 leaves.....	300	7.00	2,100.00	5.20	1,560.00	5.00	1,500.00	6.00	1,800.00	
(e)	Banding with kraft paper, rubber band or tie.....										
	.....per band.....	3,000	0.15	450.00	0.104	312.00	0.10	300.00	0.15	450.00	
(f)	Shrink wrapping.....per wrap.....	105,000	N/C		0.35	36,750.00	0.50	52,500.00	0.30	31,500.00	
(g)	Plastic comb binding (includes binder material, collating and punching).....per piece.....	675	0.75	506.25	1.50	1,012.50	0.65	438.75	1.00	675.00	
(h)	One wire stitch (staple) at upper left corner or two side wire stitches along bind edge....per piece....	3,600	N/C		N/C		0.10	360.00	N/C		
(i)	Saddle-stitching (includes collating, folding).....										
	.....per piece.....	1,950	0.25	487.50	0.50	975.00	0.15	292.50	0.18	351.00	
(j)	Plasti-Koil binding (includes binder material, collating and punching).....per piece.....	1,800	1.00	1,800.00	0.832	1,497.60	1.10	1,980.00	1.00	1,800.00	
(k)	Double Wire-O binding (includes binder material, collating and punching).....per piece.....	675	1.00	675.00	1.50	1,012.50	1.50	1,012.50	1.00	675.00	
(l)	Thermo-plastic tape binding (includes binder material, collating and punching)....per piece....	150	1.00	150.00	1.50	225.00	0.50	75.00	1.00	150.00	
(m)	Velo binding (includes binder material and collating).....per piece.....	150	1.00	150.00	1.50	225.00	0.55	82.50	1.00	150.00	
(n)	Folding (one to three parallel folds per sheet: applicable only to single-sheet products).....										
	.....per 100 sheets.....	150	4.00	600.00	3.12	468.00	3.00	450.00	2.50	375.00	
(o)	Laminating with clear 3 mil or 5 mil thick film laminate.....(per sq. ft.)*.....	300	5.00	1,500.00	3.00	900.00	1.25	375.00	1.00	300.00	
	*For laminating purposes, each (8-1/2 x 11") cut sheet shall be rounded up and considered to be one square foot in area and charged accordingly.										
(p)	Addressing of self-mailers.....per 100 pieces..	60	9.00	540.00	5.20	312.00	5.00	300.00	7.00	420.00	
(q)	Provision and affixing of pressure-sensitive tabs to self-mailers.....per 100 pieces....	60	9.00	540.00	4.65	279.00	5.00	300.00	6.50	390.00	
(r)	Insertion of copied material into Gov't furnished envelopes.....per 100 envelopes.....	30	6.00	180.00	4.68	140.40	5.00	150.00	5.25	157.50	
(s)	Padding, including NCR form sets..per 100 sheets	150	3.00	450.00	2.00	300.00	1.00	150.00	3.00	450.00	
(t)	1/2" Capacity, 3-ring binder.....per binder....	60	4.00	240.00	5.00	300.00	3.75	225.00	4.00	240.00	
(u)	1" Capacity, 3-ring binder.....per binder....	90	5.00	450.00	6.50	585.00	4.00	360.00	5.00	450.00	
(v)	2" Capacity, 3-ring binder.....per binder....	60	6.00	360.00	8.10	486.00	4.85	291.00	6.00	360.00	
(w)	3" Capacity, 3-ring binder.....per binder....	45	7.00	315.00	10.00	450.00	6.50	292.50	7.00	315.00	
(x)	Providing black & white bleeds on text pages and/or covers, per printed page/cover.....	200	1.00	200.00	0.20	40.00	0.15	30.00	0.10	20.00	
(y)	Providing color bleeds on text pages and/or covers, per printed page/cover.....	200	1.00	200.00	0.20	40.00	0.45	90.00	0.65	130.00	
(aa)	Perforating or scoring.....per 100 sheets.....	10	4.00	40.00	1.00	10.00	25.00	250.00	5.50	55.00	
(bb)	Mounting on 3/16" customer furnished ultraboard stock.....per square foot.....	200	7.10	1,420.00	3.00	600.00	1.50	300.00	4.00	800.00	
(cc)	3 Mil Encapsulation/Lamination...per square foot	150	5.10	765.00	3.00	450.00	0.75	112.50	7.00	1,050.00	
(dd)	Mounting 48 x 36" printed poster on Black Gatorboard, 3/16" thick.....per square foot.....	200	16.00	3,200.00	5.00	1,000.00	2.75	550.00	12.00	2,400.00	
(ee)	Mounting 48 x 36" printed poster on White Gatorboard, 3/16" thick.....per square foot.....	200	8.00	1,600.00	5.00	1,000.00	2.75	550.00	12.00	2,400.00	
(ff)	Apply "Dry Erase" lamination to 48 x 36" printed poster.....per square foot.....	50	3.78	189.00	4.00	200.00	3.00	150.00	7.00	350.00	
<b>IV.</b>	<b>SURCHARGE FOR ACCELERATED DELIVERY:</b>										
	Subtotal of Items I., II., III.			391,285.75		380,081.20		346,708.75		342,015.50	
	Accelerated Delivery Orders	10%		39,128.58		38,008.12		34,670.88		34,201.55	
	Delivery of "priority orders" within four working hours after notification of availability of Government furnished materials for pickup by the contractor....										
	.....percentage surcharge.....%		N/C		N/C		N/C		N/C		
	SUBTOTAL with Accelerated Deliver			391,285.75		380,081.20		346,708.75		342,015.50	
	<b>CONTRACTOR TOTALS</b>			<b>\$391,285.75</b>		<b>\$380,081.20</b>		<b>\$346,708.75</b>		<b>\$342,015.50</b>	
	<b>DISCOUNT</b>								1.00%	<b>\$3,420.16</b>	
	<b>DISCOUNTED TOTALS</b>			<b>\$391,285.75</b>		<b>\$380,081.20</b>		<b>\$346,708.75</b>		<b>\$338,595.34</b>	
										<b>AWARDED</b>	