

PROG#	2413-S.....	TERM:	July 1, 2012 Thru June 30, 2013 (Option Years thru June 2017)													
			District Creative Upper Marlboro Maryland		Gray Graphics Capitol Heights Maryland		WBC Inc. DBA Lithexcel Albuquerque New Mexico		Precision Printing Moberly MO		Production Press Jacksonville IL		GPO Estimate			
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
I.	COMPLETE PRODUCT:															
(a)	Pocket folder printing in four-color process, including construction															
(1)	Makeready and/or Setup.....	6	2,140.00	12,840.00	850.00	5,100.00	680.00	4,080.00	1,125.00	6,750.00	248.80	1,492.80	1,000.00	6,000.00		
(2)	Running Per 1000 Copies.....	40.5	315.50	12,777.75	534.00	21,627.00	398.00	16,119.00	450.00	18,225.00	311.75	12,625.88	383.33	15,524.99		
II.	ADDITIONAL OPERATIONS:															
(a)	Revised digital CONTENT Proofs ... per trim/page-size unit.....	2	68.00	136.00	40.00	80.00	5.00	10.00	77.00	154.00	22.00	44.00	20.00	40.00		
(b)	Revised digital color CONTRACT Proofs..... per trim/page-size unit.....	2	175.00	350.00	120.00	240.00	20.00	40.00	150.00	300.00	52.80	105.60	125.00	250.00		
TOTAL				\$26,103.75	\$27,047.00		\$20,249.00		\$25,429.00		\$14,268.28		\$21,814.99			
DISCOUNT				2.00%	\$522.08	1.00%	\$270.47	1.00%	\$202.49	5.00%	\$1,271.45	0.25%	\$35.67	\$0.00		
NET TOTAL				\$25,581.67	\$26,776.53		\$20,046.51		\$24,157.55		\$14,232.61		\$21,814.99			
AWARDED																



QUOTATION REQUEST

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

“NICHE Parent Pack Folders”

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

US Department of Education (UNCG SERVE)

Single Award

CONTRACT TERM: The term of this contract is for the period beginning date of award and ending June 30, 2013, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO CAREY JOSEPH, (404) 605-9160, EXT. 108, OR E-MAIL cjoseph@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – RANDY HALLFORD, (404) 605-9160, EXT. 111, OR E-MAIL rhallford@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>)
or you may **FAX request** to (404) 605-9185/9186.

This is a Small Purchase Term Contract. Quotes may be submitted via fax (404-605-9185/9186) or mailed to the Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318. GPO 910 Form is NOT required. To submit a quote, contractor must return a completed “Schedule of Prices”, which is included at the end of this specification. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.

Quotes due by 11:00 a.m., prevailing Atlanta time, on June 29, 2012.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01), available on the GPO web-site) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available on the GPO web-site).

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This clause cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

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>	<u>Alternate Standard*</u>
P-7. Type Quality and Uniformity	Approved Proof	File Setup
P-10. Process Color Match	Approved Proof	File Setup

*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to June 30, 2013, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

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

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

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PAYMENT: Submit all billing to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Printing Office, Washington, DC 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Visit the following website for complete instructions on preparing your voucher and barcode cover page: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 11 THRU 13.

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 July 1, 2012 thru June 30, 2013, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements

for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

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

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

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

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

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

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of pocket folders requiring such operations as electronic prepress, proofs, 4-color process printing, construction, packing, and distribution.

TITLE: "NICHE Parent Pack Folders"

FREQUENCY OF ORDERS: Approximately 4 to 6 orders (2 to 3 in English and 2 to 3 in Spanish) per year. Orders for each language version will usually be placed at the same time.

Although this is an option year program, all the averages, etc., are based upon one year's requirements.

QUANTITY: Anticipate approximately 2,000 to 12,000 copies per order (average is approximately 8,500 English copies and 5,000 Spanish copies per order).

PAGES: Face only before construction.

TRIM SIZE: 19-1/2" x 18" flat; 9 x 12" constructed.

GOVERNMENT TO FURNISH:

- Print orders.
- Electronic print files will be furnished (see "ELECTRONIC MEDIA").
- GPO proof letter.
- Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.
- Performance Records: A Facsimile Transmission Sheet will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.
- A supply of blue labels and selection certificates for shipping Departmental Random Copies.
- A supply of Business Reply Mail labels and selection certificates for shipping Quality Assurance Random Copies.

ELECTRONIC MEDIA:

- PLATFORM: Windows 7 or Mac OS X
- STORAGE MEDIA: One CD-R for each language
- SOFTWARE: ADDITIONAL SYSTEM TIME IS REQUIRED. One InDesign CS file for each language will be provided. Files may not contain bleed margins. Contractor to create all bleed margins. Contractor to create page layout as necessary to image as specified (trim size, glue tabs, ink colors, bleeds/margins). Files may contain some low res images.

NOTE: All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

- COLOR: May be identified as one or more of the following - RGB, CMYK, Black, and/or Pantone/Spot colors. Contractor to convert all colors to CMYK, as necessary.
- FONTS: All fonts will be furnished.

NOTE: In the event all fonts have not been furnished, the contractor is to notify GPO immediately (404-605-9160, Ext. 108).

- OUTPUT: 150 minimum line screen.

ADDITIONAL INFORMATION:

- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.

- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.

- **PRIOR TO IMAGE PROCESSING, THE CONTRACTOR SHALL PERFORM A BASIC CHECK (PREFLIGHT) OF THE FURNISHED MEDIA AND PUBLISHING FILES TO ASSURE CORRECT OUTPUT OF THE REQUIRED REPRODUCTION IMAGE. ANY ERRORS, MEDIA DAMAGE OR DATA CORRUPTION THAT MIGHT INTERFERE WITH PROPER FILE IMAGE PROCESSING MUST BE REPORTED TO YOUR CONTRACT ADMINISTRATOR.**

- **THE CONTRACTOR SHALL CREATE/ALTER ANY NECESSARY TRAPPING,** set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.

- **UPON COMPLETION OF EACH ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL PRODUCT AND SHALL BE RETURNED ON THE SAME TYPE OF STORAGE MEDIA AS WAS ORIGINALLY FURNISHED.** The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

- **IN ADDITION,** the contractor must supply one set of Digital Deliverables/Repurposed Deliverables as part of the U.S. GPO Superintendent of Documents requirements, as listed under DISTRIBUTION. This set shall include one (1) copy of the native application files (digital deliverables) corrected to represent the final production files, which must be an exact representation of the final printed product; plus one copy of a single, searchable Adobe Acrobat Professional 10 file (repurposed deliverable) (no hyperlinks, video or any other dynamic features) created by the vendor from the final production files. The PDF file must be distilled at press quality. Electronic media is to be delivered on CD-Write once medium written in compliant with ISO 9660 specifications.

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.

PROOFS: The first print order will require the following:

One construction proof fully assembled and glued, on the actual production stock (no printing required).

One complete digital color CONTENT proof (for each language) created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof shall be constructed with all elements in proper position (not pasted up), imaged face, trimmed, folded and glued to the finished size/format of the product.

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

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

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

Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

FILMS: Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12", dated March 2011.

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

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

White No. 2 Coated Cover, Gloss Finish, Basis Size 20 x 26, Basis Weight 100#, equal to JCP Code L12.

PRINTING: Prior to construction, face prints full color matter via 4-color process with uncommon bleeds at the foot, left and right margins. After printing flood coat entire face with a clear, non-yellowing, Gloss Aqueous coating.

NOTE: Kit folders must be printed via OFFSET printing on a minimum 4-color press with one single pass. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Follow file setup*. Uncommon bleeds at the foot, left and right margins (printed image) and full bleed (Aqueous coating) on the face before construction.

*File does NOT contain bleed margins. Contractor to create all bleed margins.

CONSTRUCTION: Kit folder with 6" deep pockets on both inside leaves with 3/4" construction tabs securely glued to the inside of pockets. V-cut pockets at centerfold. Score all folds. Finished folder is 9 x 12".

PACKING: Pack in shipping containers.

Each shipping container must not exceed 25-35 pound when fully packed.

Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

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

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

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

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address listed under "SCHEDULE".

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor will be required to complete a "Certificate of Selection" furnished by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the QARC copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Purchase Order must be furnished along with the QARC's and Certificate of Selection. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, must be furnished with billing as evidence of mailing.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	13
3,201 - 10,000	20
10,001 - 35,000	32
35,001 and over	50

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Orders deliver f.o.b. destination to SERVE, ATTN: Kathy Howard, Gateway University Research Park, Dixon Building, 5900 Summit Avenue, Browns Summit, NC 27214.

Shipper must notify Kathy Howard (336-315-7400) at least 24 hours prior to delivery.

INSIDE DELIVERY REQUIRED! Office is on the 1st floor.

NOTE: ACCESS TO DESTINATION IS EXTREMELY LIMITED. A SHORT TRUCK (NO LONGER THAN 30') WITH A LIFT GATE AND PALLET JACK IS REQUIRED.

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

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

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

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined; however, furnished material will be ready for pickup upon notification by the Government.

Furnished material and proofs must be picked up from and delivered to: SERVE, Gateway University Research Park, Dixon Building, 5900 Summit Avenue. Browns Summit, NC 27214.

The following schedule begins upon notification of the availability of each individual print order and furnished material. When notification of availability is given after 2:30 p.m. the date of notification shall be 9:00 a.m. the following workday.

The numbers under the column headed "WD After" represent the maximum number of workdays allowed to complete the schedule action and are not cumulative.

<u>Schedule Action</u>	<u>WD After</u>
Contractor submit composited page proofs.....	3-5*
Contractor pickup page proofs.....	2-4*
Contractor must make complete production and distribution.....	10-20*

*Dependent upon the Government's needs.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

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

SECTION 3.- DETERMINATION OF AWARD

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

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

- I. (1) (2)
- (a) 6 40.5

- II.
- (a) 2
- (b) 2

SECTION 4.- SCHEDULE OF PRICES

GPO Facsimile Number: (404) 605-9185/9186

Quotes due by: 11:00 a.m. / Date: June 29, 2012

CONTRACTOR’S NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices". initial each in the space provided.

Contractor _____

(Address) (City) (State) (Zip)

(Person to be contacted) (Telephone Number) (Date) (State Code/Contractor’s Code)

(E-mail address)

***You may FAX the Schedule of Prices pages to the above number, or you may mail them to: Atlanta Regional Printing Procurement Office, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2542.**

(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.)

PAYMENT TERMS:

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

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Quotes offered are f.o.b. destination.

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

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

Quotes submitted with NQ (No Quote) or blank spaces for an item may be declared nonresponsive.

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

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

Cost of all required paper must be charged under Item I (a) (2).

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

- I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exception of Item II.

	Make-ready and/or Setup	Running Per 1,000 Copies
	(1)	(2)

(a) Pocket folder printing in four-color process, including construction.....	\$ _____	\$ _____
---	----------	----------

- II. ADDITIONAL OPERATIONS: Revised proofs due to AAs. Contractor will be allowed charges under (a) and/or (b) below **ONLY** when AAs are indicated on the initial proofs submitted, and this information **MUST** accompany billing in order for the contractor to receive payment.

(a) Revised digital CONTENT Proofs* per trim/page-size unit.....		\$ _____
--	--	----------

(b) Revised digital color CONTRACT Proofs* per trim/page-size unit		\$ _____
--	--	----------

*NOTE: In order to receive payment for revised proofs, copies of the original proofs with requested changes must accompany the invoice.

(Initials)

ALL BIDDERS MUST ANSWER THESE QUESTIONS

1. Proposed carrier(s) for pickup of Government Furnished Material unit _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)



U.S. GOVERNMENT
PRINTING OFFICE
KEEPING AMERICA INFORMED

GPO Term Contract Solicitation Letter

June 22, 2012

Program 2413-S, NCHE Parent Pack Folders, is being advertised.

Bids are due by 11:00 a.m., prevailing Atlanta, GA, time on June 29, 2012.

These specifications cover the production of pocket folders requiring such operations as electronic pre-press, proofs, four-color process printing, construction, packing, and distribution.

To view and/or print a copy of the specifications go to:

<http://www.gpo.gov/gpo/bidopps/bidopps.action?region=atlanta>

Scroll down and click on 2413-S. The specifications will be in PDF format.

To view and/or print a copy of the previous bids in spreadsheet form for Program 2413-S, go to:

<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>

Scroll down and click on ab2413s.pdf. The spreadsheet will be in PDF format.

If you have any questions call Carey Joseph, (404) 605-9160, ext. 108 or e-mail cjoseph@gpo.gov.

Carey Joseph
Atlanta Regional Printing Procurement Office