

PROGRAM 3850-SP SHORT-RUN COPYING/DUPLICATING

TERM: JULY 1, 2017 TO JUNE 30, 2018 W/OPTIONS

Item No.	DESCRIPTION	Basis of Award		TECHNIPRINT COMPANY		THE PRINT CENTER	
				020	86187	020	71131
				UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT (Except Items II & III):						
	Running Per 10 Copies						
	Black Image Only:						
(a)	8½ x 11" Cover and/or Text, per page	11,808	x	0.025	295.20	0.25	2,952.00
(b)	17 x 11" Foldins, per printed side	40	x	0.25	10.00	0.50	20.00
	Color Copying:						
(c)	8½ x 11", per leaf copied one side only	30	x	0.47	14.10	3.00	90.00
(d)	8½ x 11", per leaf copied face and back	304	x	0.52	158.08	5.00	1,520.00
(e)	17 x 11", per leaf copied one side only	10	x	0.80	8.00	4.00	40.00
(f)	17 x 11", per leaf copied face and back	10	x	1.00	10.00	5.00	50.00
(g)	Die Cut Tab Dividers						
1	Leaves (tab only) duplicated/copied face only, per each	472	x	0.39	184.08	2.00	944.00
2	Leaves (tab only) duplicated/copied face and back, per each	10	x	4.79	47.90	4.00	40.00
II.	PAPER: Per 10 leaves						
(a)	White Offset Book, 50 lb or Writing or Bond, 20 lb	6206	x	0.11	682.66	0.10	620.60
(b)	Colored Writing, 20 lb	92	x	0.26	23.92	0.15	13.80
(c)	White or Colored Vellum-Finish Cover, 65/80 1b	30	x	0.58	17.40	0.50	15.00
III.	ADDITIONAL OPERATIONS:						
(a)	Stitching with one or two stitches, per book	1	x	5.40	5.40	1.00	1.00
(b)	Comb Binding, per book	1	x	2.00	2.00	2.00	2.00
(c)	Folding, per 100 sheets	4	x	3.71	14.84	2.00	8.00
(d)	Drilling, per 100 leaves	2900	x	1.50	4,350.00	0.05	145.00
(e)	Collating & Inserting furnished items, per 100 leaves	1	x	12.00	12.00	5.00	5.00
(f)	Timework, per hour	5	x	50.00	250.00	60.00	300.00
(g)	Shrink Wrap, per each package	1	x	1.00	1.00	1.00	1.00
(h)	Furnishing electronic files used for reproduction, per each job	1	x	10.00	10.00	20.00	20.00

CONTRACTOR TOTALS

DISCOUNT if any

DISCOUNTED TOTALS

NET

\$6,096.58

1.000%

\$6,096.58

\$6,787.40

67.87

\$6,719.53

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

Program 3850-SP (06/22)
Specifications by DE
Reviewed by DA

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U.S. GOVERNMENT PUBLISHING OFFICE

Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Short-run Copying/Duplicating
(including color copying)**

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

Bureau of Land Management
National Training Center, Phoenix, Arizona

Single Award

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

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

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

REQUEST FOR QUOTATION: Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on June 22, 2017.**

Facsimile Telephone Number: **(303) 236-5332**
Mail To: **U.S. Government Publishing Office
Denver Regional Office
Suite 208
12345 W. Alameda Parkway
Lakewood, CO 80228-2842**

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 commercial zone of 50-miles of Phoenix, Arizona**, as defined by the Federal Motor Carrier Safety Administration (FMCSA). However, any offeror intending to use production facilities outside this area **MUST** furnish information, with the offer, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful offeror of the responsibility for compliance with these schedule requirements.

For information of a technical nature call Deb Eichfeld (303) 236-5292 x7 (no collect calls) or email deichfeld@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

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

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

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

Product Quality Levels:

- (a) Printing Attributes -- Level IV
- (b) Finishing Attributes -- Level IV
- (c) Exception: Color copying must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 600 dpi, or finer, color copier.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Electronic Media
P-10. Process Color Match	Government furnished camera copy, Approved Proofs, Electronic Media

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from July 1, 2017 to June 30, 2018, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of

the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending March 2017, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from July 01, 2017 through June 30, 2018 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "**ORDERING**". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

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

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

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

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

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

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

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

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

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

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

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.

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

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

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

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

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SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of small quantity copying services requiring such operations as suitable black and full-color copying or reproduction, binding, packing, and distribution.

TITLE: Short-run Copying/Duplicating (including color copying).

ORDERING: One print order may be issued biweekly (every two weeks) for that period, and the contractor will voucher/invoice on a biweekly basis (see "**PAYMENT**" hereinbefore). Multiple items may be placed during this two-week period; the schedule specified in this section pertains to the placement of these individual items. NOTE: The government may choose to place one print order at a time covering a single printing order.

FREQUENCY OF ORDERS: Approximately 20 orders per year of which about 15% will require some color copying.

QUANTITY: Approximately 15 to 300 copies per order with most orders for less than 60 copies.

NUMBER OF PAGES: Approximately 4 to 400 pages per order, with or without separate cover. An occasional order may be for single 17 x 11" sheets printed face only or face and back.

TRIM SIZES: 8-1/2 x 11", 8-1/2 x 14", and 17 x 11". Less than 10% of the orders will include leaves larger than 8-1/2 x 11".

Tab Dividers - 9 x 11" overall (the 9" dimension includes a 1/2" tab extension).

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

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

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

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

INSPECTION OF ELECTRONIC FILES: Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black

plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

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

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

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.

CONSTRUCTION (TAB DIVIDERS): Tab dividers will be die-cut, 1/3rd to 1/9th cut, with 1/2" tab extension. Mylar reinforcement of bind edge and/or tab extension will not be required.

Composition may be required on tab dividers ONLY: Since no specific typefaces will be specified, the successful bidder must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under this contract in order that the agency can indicate a specific typeface from the contractor listing.

PROOFS: The agency may require a single copy "one-off proof" to be output for approval. The single proof copy will be paid at the per page price allowed for in the "Schedule of Prices". Note: The proof will be held no more than one workday.

A set of digital color one-off proof created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. **PROOF WILL BE USED FOR COLOR MATCH** on the press on the production run.

On occasion the government may request "Press Quality" PDF "soft" proof. Proof must be made using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF content proof will be evaluated for text flow, image position, and color breaks. Soft proofs will not be used for color match. When digital PDF "soft" proofs are ordered, a proof charge will NOT be allowed for these electronically transmitted proofs.

The contractor must not print prior to receipt of an "OK to print". Approval via e-mail or facsimile is allowed.

Submit proofs together with all of the furnished material to the address(es) as specified on the print order.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "**Government Paper Specification Standards No. 12**" dated March 2011. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

All paper used in each copy must be of a uniform shade.

Stock provided by contractor will be from the following list:

- White Offset Book, basis weight 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60, or at contractor's option -
- White Writing, basis weight 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10, or at contractor's option -
- White Bond, basis weight 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G10.
- Colored Writing, basis weight 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.
- White Index, basis weight 110 lbs. per 500 sheets 25-1/2 x 30-1/2", equal to JCP Code K10.
- White or Colored Vellum Finish Cover, basis weight 65 lbs. per 500 sheets 20 x 26", per 500 sheets equal to JCP Code L20. Note: Most orders requiring this stock will utilize colored stock.

NOTE: The successful contractor is to provide the agency with samples of available colored text and cover stock immediately upon award of the contract.

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

COLOR COPYING: Color copying of any size leaf will be face only and/or face and back. All color copying will be produced only on the white text stocks as listed.

MARGINS: Adequate gripper available with no bleeds.

BINDING: Various binding operations will be ordered from time to time as follows:

- **Stitching:** Wire stitch in upper left corner or wire stitch in two places on the 11" left.
- **Comb binding:** Punch and insert Black plastic combs (GBC or equal) of suitable capacity. The contractor is to furnish the combs.
- **Folding:** 8-1/2 x 14" and 17 x 11" foldins will fold with one or two parallel folds to 8-1/2 x 11" and, on occasion, two angle folds to 3-2/3 x 8-1/2" for approximately 5 orders per year; or with two parallel accordion folds to 8-1/2 x 11" if the foldin is part of a larger publication. Gather foldins at the end of text or inserted throughout text.
- **Drilling (including tab dividers):** Drill 3 round holes, from 1/4" up to 3/8" diameter, 4-1/4" center to center, with the center of the holes 7/16" from left bind edge.
- Occasional orders will require the contractor to collate and insert government furnished material.
- Collate tab dividers into set or insert tab dividers through text.

TIMEWORK: "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 2.5 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds three hours or for other than aa's will only be allowed under exceptional circumstances and must specifically authorized by the Contracting Officer

using a subsequent Contract Modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under this program.

PACKING: Shrink film wrap loose-leaf or bound publications in units as specified on print order, and pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to the U.S. Government Publishing Office, Denver Customer Service Office, 12345 W. Alameda Parkway, Suite 208, Lakewood, CO 80228-2842, Attn: Inspection Samples.

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

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's offer and their cost will not be a consideration for award.

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

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: Deliver f.o.b. destination to:

**Bureau of Land Management
National Training Center (602) 906-5500
9828 North 31st Avenue
Phoenix, Arizona 85051-2517**

All expenses incidental to returning materials and furnishing sample copies 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 invoice for payment.

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

Furnished material must be picked up from and delivered to the address under "**DISTRIBUTION**" above.

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

The schedule begins the workday after phone notification of the availability of the print order and furnished material. No predetermined schedule for pickup of material is possible. Most orders placed

will require complete production and distribution within 2 to 5 workdays. Any order required in 3 workdays or less will not require proofs. **EXCEPTION: Approximately 5% of the orders will require one workday turnaround as defined hereinafter.**

ONE DAY ORDERS: Orders for a one day delivery require **delivery** back to the agency by 3:30 p.m. the workday following notification. (Notification must be given by 2:00 p.m. local time for one-day schedule). Maximum number of printed page units (number of originals times the number of copies equals the number of printed page units) for a one working day schedule shall not exceed 25,000 units and will not require comb binding.

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 offer by applying the prices quoted in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce **one year's work** under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

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

I.	(a)	11808
	(b)	40
	(c)	30
	(d)	304
	(e)	10
	(f)	10
	(g)	(1) 472
		(2) 10
II.	(a)	6206
	(b)	92
	(c)	30
III.	(a)	1
	(b)	1
	(c)	4
	(d)	2900
	(e)	1
	(f)	5
	(g)	1
	(h)	1

NOTE: Operations which cannot be properly classified under any other item above shall be charged as "**Timework**". It must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 2.5 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds 2.5 hours or for other than aa's will only be allowed under exceptional circumstances and must be **specifically authorized** by the Contracting Officer using a subsequent Contract Modification(s). In case of a dispute, the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under III. (g).

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

Note: This contract has a requirement for one-day delivery.

Note: Assumed production area within a 50-mile radius of Phoenix, AZ.

SECTION 4. - SCHEDULE OF PRICES

Offers submitted are f.o.b. destination.

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

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive. Offers submitted with "NB" (No Bid), "NA" (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

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

Fractional parts of 10 or 100 will be prorated.

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.

I. COMPLETE PRODUCT (except Items II & III): Prices quoted shall include the cost of all required materials and operations except those covered in Items II & III necessary for the complete production and distribution of the product listed in accordance with these specifications. (NOTE: Tab Divider prices to include the paper costs.)

		Running Per 10 Copies
<u>BLACK IMAGE ONLY:</u>		
(a)	8-1/2 x 11" Cover and/or Text per page	\$ _____
	Text and cover: Under Item I (a) a charge will be allowed for each printed page (two pages make one leaf)	
(b)	17 x 11" Foldins. per printed side	\$ _____
	Foldins: Under Item I (b) a charge will be allowed for each printed side.	
<u>COLOR COPYING:</u>		
(c)	Color Copying 8-1/2 x 11" per leaf copied one side only	\$ _____
(d)	Color Copying 8-1/2 x 11" per leaf copied face and back	\$ _____
(e)	Color Copying 17 x 11" per leaf copied one side only	\$ _____
(f)	Color Copying 17 x 11" per leaf copied face and back	\$ _____

NOTE: 8-1/2 x 14" products will be priced under Items I (b), (e), and (f) above.

(Initials)

**Running Per
10 Copies**

- (g) Die cut Tab Dividers (without mylar reinforcement, including composition, die-cutting, paper, drilling, collating, and inserting):
 - 1. Leaves (tab only) duplicated/copied face only.....**per each** \$ _____
 - 2. Leaves (tabs only) duplicated/copied face and back..... **per each** \$ _____

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

For pricing purposes, a page-size unit is considered 94 square inches. Computation of the net number of leaves will be based on the following:

- Text/Cover - Each page-size leaf (unit).
- 8-1/2 x 14" and 17 x 11" products - Two page-size leaves (units).

Per 10 Leaves

- (a) White Offset Book, 50-lb. or Writing or Bond, 20-lb \$ _____
- (b) Colored Writing, 20-lb \$ _____
- (c) White or Colored Vellum-Finish Cover, 65-lb./80-lb \$ _____

III. **ADDITIONAL OPERATIONS:**

- (a) Stitching with one or two stitches **per book** \$ _____
- (b) Comb Binding **per book** \$ _____
- (c) Folding. **per 100 sheets** \$ _____
- (d) Drilling **per 100 leaves** \$ _____
- (e) Collating & Inserting **furnished** items **per 100 leaves** \$ _____
- (f) Timework **per hour** \$ _____

NOTE: Operations which cannot be properly classified under any other item shall be charged as "**Timework**" and **will be specifically authorized**

- (g) Shrink wrap **Per each package** \$ _____
 (includes suitable reinforcement to prevent damage to tabs when necessary)
- (h) Furnishing electronic files used for reproduction **Per each job** \$ _____

A separate charge under III. (e) will NOT be allowed for items ordered outside these specifications (b/w or color copies—including tab dividers).

 (Initials)

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

1. Proposed carrier for pickup of Gov't Furn. Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____
2. Proposed carrier for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product..... _____
 - b. Number of hours from pickup of completed Product to delivery at destination..... _____

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

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

Offeror hereby acknowledges amendment(s) number(ed) _____

OFFEROR'S NAME AND SIGNATURE: When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated.

Offeror _____

Contractor's Code

(Street Address)

(City – State – Zip Code)

By _____

(Signature and Title of person authorized to sign this offer)

(Person to be Contacted)

(Telephone Number)

E-mail Address

(Facsimile Number)

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SAMPLE OF THE QUOTE ENVELOPE

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

Program Number **3850-SP**
From: _____
Address: _____

Postage
Stamp
Required
Here

Offer Enclosed

Offers will be received until
June 22, 2017 at 11 A.M.
prevailing Denver time.

**U.S. Government Publishing Office
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