

Program No 6715-S Term 04/01/2018 To 03/31/2019						
TITLE: 68W Combat Medic Training Material						
			LOPEZ PRINTING		TEXAS DIGITAL COPY & PRINT	
			San Antonio, TX		San Antonio, TX	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>ELECTRONIC PREPRESS</b>					
(a)	Trim-/Page-size unit.....per trim-/page-size unit	4375	\$1.00	\$4,375.00	\$0.00	\$0.00
<b>II.</b>	<b>PRINTING</b>					
(a)	8-1/2 x 11" page/form printing in black.....per 1,000 copies	2820	\$17.50	\$49,350.00	\$18.00	\$50,760.00
(b)	8-1/2 x 11" page/form printing in color.....per 1,000 copies	3878	\$70.00	\$271,460.00	\$90.00	\$349,020.00
(c)	4-1/4 x 5-1/2" page/form printing in black.....per 1,000 copies	6	\$10.00	\$60.00	\$18.00	\$108.00
<b>III.</b>	<b>PAPER</b>					
(a)	White Xerographic (JCP Code O61), 24 lb.....per 1,000 leaves	3246	\$12.50	\$40,575.00	\$0.00	\$0.00
(b)	Colored Xerographic (JCP Code O63), 24 lb.....per 1,000 leaves	30	\$15.50	\$465.00	\$0.00	\$0.00
(c)	White Index (JCP Code K10), 110 lb.....per 1,000 leaves	75	\$33.50	\$2,512.50	\$0.00	\$0.00
<b>IV.</b>	<b>BINDING</b>					
(a)	Tape binding.....per 1,000 books	30	\$470.00	\$14,100.00	\$800.00	\$24,000.00
(b)	Side stitch.....per 1,000 pamphlets	8	\$140.00	\$1,120.00	\$40.00	\$320.00
(c)	One stitch ULC.....per 1,000 pamphlets	15	\$9.00	\$135.00	\$25.00	\$375.00
(d)	Padding (to include backer).....per pad	300	\$0.18	\$54.00	\$1.00	\$300.00
(e)	Perforating.....per 1,000 leaves	915	\$18.00	\$16,470.00	\$23.00	\$21,045.00
<b>V.</b>	<b>PACKING</b>					
(a)	Packing & sealing shipping containers (up to 40 lbs.).....per container	62	\$3.00	\$186.00	\$5.00	\$310.00
	<b>CONTRACTOR TOTALS</b>			<b>\$400,862.50</b>		<b>\$446,238.00</b>
	<b>DISCOUNT</b>		2.00%	<b>\$8,017.25</b>	1.00%	<b>\$4,462.38</b>
	<b>DISCOUNTED TOTALS</b>			<b>\$392,845.25</b>		<b>\$441,775.62</b>
				AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE

San Antonio, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***68W Combat Medic Training Material***

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

Medical Education and Training Campus  
Department of Defense

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning April 1, 2018 and ending March 31, 2019, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 AM., prevailing Dallas, Texas time on March 19, 2018.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: **U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242.** Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Dallas Regional **Fax No. (214) 767-4101.** The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

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.

**BIDDERS, PLEASE NOTE:** GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the products ordered under this contract must be located within a 50-mile radius of the Medical Education and Training Campus, Fort Sam Houston, TX. Agency personnel require direct access to the contractor's facility to coordinate live updates to course material during production.

For information of a technical nature, call Robert R. Martinez, at (210) 675-1480, ext. 1, or email [rmartinez@gpo.gov](mailto:rmartinez@gpo.gov).

## SECTION I.- 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. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

**All GPO publications referenced in these specifications are available on the internet via the GPO website, <https://contractorconnection.gpo.gov/>.**

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

Product Quality Levels:

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

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

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

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

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Government Furnished Material (GFM)/ Approved Proofs
P-8. Halftone Match (Single and Double Impression)	GFM/Approved Proofs
P-9. Solid or Screen Tints Color Match	GFM/Pantone Matching System
P-10. Process Color Match	GFM/Approved Proofs

**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 not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years 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 authorized pricing adjustment(s).

**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 April 1, 2018 through March 31, 2019 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending December 31, 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.

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

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, immediately after award.

**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 April 1, 2017 through March 31, 2019, 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 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.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of tape bound books and pamphlets, side-stitched and ULC – stitched pamphlets, face only and face and back forms, and face and back padded forms that require such operations as electronic prepress, printing, binding, packing and delivery.

**TITLE:** 68W Combat Medic Training Material

**FREQUENCY OF ORDERS:** Approximately 4 to 6 orders per year. Multiple books, pamphlets, forms and pads will be placed on one print order.

**TRIM SIZE:** 8-1/2 x 11” (books, pamphlets, and forms) and 4-1/4 x 5-1/2” (padded forms).

### QUANTITY AND NUMBER OF PAGES:

Tape bound books/pamphlets: Approximately four (4) books/pamphlets per order. Approximately 194 pages plus separate cover, per book/pamphlet. Occasionally, a book/pamphlet will require approximately 52 perforated pages. Occasionally books/pamphlets require an average of two (2) leaves of colored paper. Approximately 1,500 copies of each book/pamphlet per order.

Side-stitched pamphlets: Approximately one (1) pamphlet with separate color cover per order. Approximately 42 pages per pamphlet with approximately 36 perforated pages per pamphlet. Approximately 1,500 copies of each side-stitched pamphlet per order.

ULC-stitched pamphlets: Approximately two (2) pamphlets per order. Approximately 18 pages per pamphlet, self-cover, bound with one wire stitch in the upper left corner. Approximately 1,500 copies of each ULC-stitched pamphlet per order.

Forms: Approximately four (4) face only forms printing in black only, approximately one (1) face only form printing in color and approximately seven (7) face and back forms printing in black only per order. Approximately 1,500 copies of each form per order.

Padded Forms: Approximately one (1) face and back form printing in black only, padded 100 sheets to a pad. Approximately 60 pads per order.

The number of books, pamphlets and forms per order may change during the life of the contract. The numbers above are a representative sample of the current configuration of the training material.

### GOVERNMENT TO FURNISH:

Print Orders.

Electronic media will be furnished as follows -

Platform: Windows (PC compatible).

Storage Media: CD-R.

Software: Microsoft Office (Word, PowerPoint and Excel), Microsoft Publisher, and Adobe Acrobat

Fonts: Fonts are not furnished. Contractor may assume that all fonts used are standard fonts such as Courier, Arial, Times Roman, etc.

**Additional Information:** A visual of the furnished electronic files may be provided.  
The contractor must not use the visual as camera copy.  
All copies must be produced from the electronic file provided.

**NOTE:** At the Government's option, In lieu of sending physical media, the Department may send electronic files to the contractor using File Transfer Protocol (FTP). The contractor must provide the Department with the contractor's FTP site address as well as a user name and password (if required).

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

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

Examination of all furnished material immediately upon receipt by the contractor is an integral part of these specifications. No additional time or extension of the delivery date will be allowed due to the failure of the contractor to thoroughly examine all furnished materials for completeness and understand the nature and extent of the work to be performed. Nothing in this requirement shall relieve the contractor of his responsibility to comply with the scheduled delivery date. Contractor will be required to notify GPO of any discrepancies.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

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

When required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

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. 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. (NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government).

**DIGITAL LIBRARY:** The documents ordered under this contract are course material used in ongoing training classes. The contractor is required to set up a digital library of the documents furnished by the Department. Documents are subject to regular updating as a result of feedback obtained during training. Consequently, the contractor is further required to update all stored documents with the latest revisions provided by the Department.

**SPECIAL SOFTWARE CONSIDERATION:** In addition to Adobe Acrobat PDFs, Microsoft Office files (e.g. files from Presentations, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce acceptable output as per specifications. (a) The Contractor will not receive additional compensation or time for common errors associated with the output of Office files. Common

errors include, but are not limited to: (1) color issues and shift (RGB color data, no spot colors, loss of black plate), (2) page integrity (text reflow), (3) missing prepress features (e.g., bleeds, trim marks) or (4) loss of text characters from graphic elements. (b) If supplied by the Government, a visual will be considered the standard for output. The contractor must ensure that the page integrity (e.g. reflow) of final output matches the furnished visual.

**PROOFS:** Generally, none required. The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted. However, occasional orders will require on-site proofing by agency personnel to ensure that live updates to training material have been incorporated before the final production run.

**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.

Government Paper Specification Standards No. 12 –

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2)

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spin

Text/ Forms: White Xerographic Copier, Laser Printer Paper, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O61.

Text: Colored High Quality Xerographic Copier, Laser Printer Paper, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O63.

Covers and Padded Forms: White Index, basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

**PRINTING:** At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Covers and text pages print head-to-head or face only in black or four color process. Forms print face only or face and back in black or four color process.

NOTE: For some text pages, the contractor will be required to create bleed block areas (thumb tabs) printing in black ink with type reversing out to appear white.

**MARGINS:** Adequate gripper margins. Some text pages will have bleed block areas (see "PRINTING" above).

**BINDING:**

Books/pamphlets: Black thermal tape bind on the left 11" dimension.

Side-stitched pamphlets: Side wire stitch in two places on the left side.

ULC-Stitched pamphlets: One wire stitch located in the upper left corner.

Padded forms: Gather in 100's and pad on the top 4-1/4" dimension with a suitable padding compound. Back with 0.020" chipboard, newsboard, or equal.



**Perforation:** Perforate pages 1/2" from the bind edge along the entire 11" dimension for easy removal from the publication. Perforations must permit accurate and clean cut separations. Perforated pages must withstand normal handling without separating.

**PACKING:** Pack suitable in shipping containers not to exceed 40 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery process.

**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

**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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>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 label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified on the print order.

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

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

**INSPECTION SAMPLES:** When indicated on the print order or otherwise requested, two samples of each item shall be sent for inspection to: U.S. Government Printing Office, San Antonio Satellite Office, 1531 Connelly, Suite 2, Lackland AFB, TX 78136, Attn: Inspection samples.

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

**DISTRIBUTION:** Deliver f.o.b. destination to DCMT Combat Medic Program, 3375 Cpl. Johnson Road, Building 1375, Suite 142, JBSA Fort Sam Houston, TX 78234. Inside delivery is required.

Contractor must call 24 hours in advance to schedule delivery. Failure to schedule a delivery appointment will result in refusal of the shipment and redelivery at the contractor's expense. The warehouse is not manned and a delivery appointment is required.

Complete addresses and quantities will be furnished with the print orders.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 6715-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailed/shipping methods, and title of product. Contractor must be able to provide copies of all delivery/mailed/shipping receipts upon agency request.

Upon completion of each order, contractor must return all furnished materials and digital deliverable to DCMT Combat Medic Program, 3375 Cpl. Johnson Road, Building 1375, Suite 142, JBSA Fort Sam Houston, TX 78234.

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

**SCHEDULE:** No definite schedule can be established at this time. Orders will be scheduled according to the work involved and the time that can be allowed.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

The following schedule begins the workday after notification of the availability of the print order and Government furnished material, the workday after notification will be the first workday of the schedule.

Complete production and delivery must be made within 5 to 7 workdays. All deliveries must be made no later than 3:30 PM, Monday-Friday.

The print order will be furnished with the material sent to the contractor's FTP site or it will be e-mailed to the contractor.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

NOTE: Occasionally, orders will be placed that will require multiple delivery dates. The contractor is cautioned that revisions/changes will have to be made to the copy before printing and delivering additional copies after the first delivery date.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must email [infosanantonio@gpo.gov](mailto:infosanantonio@gpo.gov). Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce orders for 12 months 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 during a like period of time.

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

- I. (a) 4375
  
- II. (a) 2820  
(b) 3878  
(c) 6
  
- III. (a) 3246  
(b) 30  
(c) 75
  
- IV. (a) 30  
(b) 8  
(c) 15  
(d) 300  
(e) 915
  
- V. (a) 62

**SECTION 4.- SCHEDULE. OF PRICES**

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.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

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

Bids submitted with NB (No Bid) 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 invoices submitted to the GPO shall be based on the most economical method of production.

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

Cost of all required paper must be charged under Item III.

**I. ELECTRONIC PREPRESS:** The prices offered must be all-inclusive for output from electronic media and shall include the cost of all materials and operations as applicable to include the cost of setting up and maintaining the digital library. Note: Output of original or revised pages from electronic media will be charged under item (a).

(a) Trim-/page-size unit .....per trim-/page-size unit ..... \$ \_\_\_\_\_

**II. PRINTING:**

Running per  
1,000 copies

(a) 8-1/2 x 11” page/form printing in black .....per page.....\$ \_\_\_\_\_

(b) 8-1/2 x 11” page/form printing in color .....per page.....\$ \_\_\_\_\_

(c) 4-1/4 x 5-1/2” page/form printing in black.....per page.....\$ \_\_\_\_\_

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

**III. 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 ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

	<u>Per 1,000 Leaves</u>
(a) White Xerographic (JCP Code O61), 24 lb .....	\$ _____
(b) Colored Xerographic (JCP Code O63), 24 lb.....	\$ _____
(c) White Index (JCP Code K10), 110 lb .....	\$ _____

**IV. BINDING:**

(a) Tape binding .....	per 1,000 books.....	\$ _____
(b) Side stitch.....	per 1,000 pamphlets .....	\$ _____
(c) One stitch ULC .....	per 1,000 1 pamphlets .....	\$ _____
(d) Padding (to include backer) .....	per pads .....	\$ _____
(e) Perforating.....	per 1,000 leaves.....	\$ _____

**V. PACKING:**

(a) Packing & sealing shipping containers (up to 40 lbs)....	per container .....	\$ _____
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\_\_\_\_\_  
(Initial)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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

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

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation 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 points(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 fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

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

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID).

\*\*\*\*\*  
THIS SECTION FOR GPO USE ONLY

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

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