

<b>Program:</b>	49-S												
<b>Term:</b>	June 1, 2015 to May 31, 2015												
<b>Title:</b>	Small Business Administration (SBA)												
													<b>CURRENT</b>
			<b>ALCOM PRINTING</b>		<b>DIGITAL INC.</b>		<b>McDONALD &amp; EUDY INC.</b>		<b>GRAY GRAPHICS</b>		<b>CONTRACTOR</b>		
		<b>BASIS OF</b>	<b>HARLEYSVILLE, PA</b>		<b>FREDERICKSBURG, VA</b>		<b>TEMPLE HILLS, MD</b>		<b>CAPITOL HEIGHTS, MD</b>		<b>GRAY GRAPHICS, INC.</b>		
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	
I.	COMPLETE PRODUCT:												
(a)	Per page.....												
1	Makeready and/or Setup.....	<b>76</b>	\$99.00	\$7,524.00	NC	\$0.00	\$60.00	\$4,560.00	\$125.00	\$9,500.00	\$65.00	\$4,940.00	
2	Running Per 100 Copies.....	<b>728</b>	\$10.59	\$7,709.52	\$7.15	\$5,205.20	\$3.00	\$2,184.00	\$15.60	\$11,356.80	\$1.50	\$1,092.00	
	<b>CONTRACTOR TOTALS</b>			\$15,233.52		\$5,205.20		\$6,744.00		\$20,856.80		\$6,032.00	
	<b>DISCOUNT</b>		<b>3.00%</b>	\$457.01	<b>2.00%</b>	\$104.10	<b>1.00%</b>	\$67.44	<b>1.00%</b>	\$208.57	<b>2.00%</b>	\$120.64	
	<b>DISCOUNTED TOTALS</b>			\$14,776.51		\$5,101.10		\$6,676.56		\$20,648.23		\$5,911.36	
								<b>AWARD</b>					

**U.S. GOVERNMENT PRINTING OFFICE**

Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

***The Small Business Advocate***

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

**U.S. Small Business Administration (SBA)**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **June 1, 2015** and ending **May 31, 2016**, plus **four (4)** optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **May 29, 2015**.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-831, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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 June 2001. Hand delivered bids are to be taken to The GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 am and 4:00 pm on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is needed, call 202-512-0526.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 50-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information with the bid 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 bidder of the responsibility for compliance with these schedule requirements.

**PLEASE NOTE:** These specifications have been revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For information of a technical nature call **David Love** (202) 512-0310 (No collect calls).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

**GPO Contract Terms** (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

**GPO QATAP** (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

**DISPUTES:** 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](http://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 (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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Media Output
P-8. Halftone Match (Single and Double Impression)	Electronic Media Output
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Electronic Media Output

**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 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 **June 1, 2015** to **May 31, 2015**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **February 28, 2015**, 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.

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Printing Office, Washington, DC, or via telephone conference call 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 **June 1, 2015** through **May 31, 2016**, 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.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of newsletters requiring such operations as electronic prepress, printing, binding, packing, mailing, and distribution.

**TITLE:** The Small Business Advocate.

**FREQUENCY OF ORDERS:** Approximately 8 to 12 orders per year.

**QUANTITY:** Approximately 800 copies per order.

**NOTE:** An occasional order may be up to 3,000 copies

**NUMBER OF PAGES:** 2 pages, 4 pages or 8 pages per order.

**TRIM SIZE:** 8-1/2 x 11" (Finished size) with bleeds.

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows:

*Platform:* IBM compatible using Windows 7 (or latest version)

*Storage Media:* Files furnished via e-mail

*Software:* Adobe Creative Suite (InDesign, Photoshop, Illustrator), and Adobe Acrobat

All files will be created in current versions or near current versions of the above-mentioned programs. Files will be furnished in native application or as a PDF.

**Note:** **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

*Fonts:* All printer and screen fonts will be furnished. If a PDF file is furnished, the fonts will be embedded.

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.

### Additional Information supplied:

#### GPO Form 952 - Desktop Publishing - Disk Information

Addresses will be furnished via e-mail in a Microsoft Excel file format. The contractor will be required to output labels in a "Cheshire" or pressure-sensitive style; or, at contractor's option, ink-jet addresses directly on the product. The data base can be manipulated to provide labels in ZIP Code sequence. When directed by the Government, the contractor may be required to make minor corrections to the label format.

#### GPO Form 905 (R. 06/03) – Labeling and marking specifications. Reproducible form

A supply of departmental random blue labels and selection certificates for shipping Departmental Random copies.

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

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

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

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. It is anticipated that the Government will make all major revisions.

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

**PROOFS:** PDF proof of **ALL PAGES**

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mail PDF Proof to: Brooke Nelson (mail to: [Brooke.Nelson@sba.gov](mailto:Brooke.Nelson@sba.gov)).

Follow up with phone call to (202) 205-6938 confirming receipt.

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

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

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

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

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

White, Matte Coated Offset Book, basis weight: 80 lbs. per 500 sheets, 25 X 38", equal to JCP Code A240.

EXCEPTION: New Leaf Paper, White, Reincarnation Matte Coated Offset Book

100% recycled stock containing 100% Post Consumer content,

Opacity: 96%, Brightness: 93%, Thickness: 4.7 mils, FSC Certified, and Green-e Certified

**PRINTING:** Print head-to-head in four color process. Facing pages print to and must align across the bind.

**MARGINS:** Follow electronic media.

**BINDING:** As required, based on page count

Note: Score on all folds

*Two-page products* Trim four sides

*Four-page products* Fold and trim three sides

*Eight page products* Saddle-wire stitch in two places and trim three sides. Each product must contain a complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

**PACKING:**

***Bulk Delivery***

Shrink-film wrap in units of 100 copies. Pack in 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.

***Mailed Shipments***

Approximately 75 percent of all mailing required will mail in multiple-copy bulk shipments as follows:

Insert multiple copies (up to 200 leaves) into appropriately-sized Kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

**LABELING AND MARKING:**

***Bulk Delivery***

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

Each package must be clearly labeled with the GPO jacket number, purchase order number, print order number, and the number or title of the product.

***Mailed Shipments***

Utilizing furnished electronic file, the contractor will be required to either create recipient address labels (Cheshire-style or pressure-sensitive) and affix to each copy mailed singly as self-mailers and to each unit of mail packaged in Kraft envelopes, cushioned shipping bags, shipping bundles, and containers; or, at contractor's option, ink-jet recipient addresses directly on self-mailers, Kraft envelopes, cushioned shipping bags, shipping bundles, and containers.

In addition, each Kraft envelope, cushioned shipping bag, shipping bundle, and container must carry the agency return address/logo and "Postage and Fees Paid" permit imprint. The contractor may either create and affix a separate label to the appropriate shipping container or directly print the information on the shipping container.

**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.

Books

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



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 to: U.S. Small Business Administration, Office of Advocacy, 409 Third Street, SW, Room 7335, Washington, DC 20416. Attn: Brooke Nelson (202 205-6938)

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 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 bid 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 number, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver approximately 25 percent of each order f.o.b. destination to one address within the commercial zone of Washington, DC. Inside delivery to room number specified is required.

Mail the balance F.O.B. contractor's city (Approximately 75 percent in multiple-copy bulk shipments).

Complete addresses and quantities will be furnished with each print order.

All mailing shall be made at the First Class Rate. The contractor will be required to pre-sort mailings under regulation of the U.S. Postal Service for First Class Mail.

Contractor will mail using "Postage and Fees Paid" mailing permit, however, orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with the voucher for billing.

The contractor is cautioned that "Postage and Fees Paid" permit imprint may be used only for the purpose of mailing material produced under this contract.

Certificate of Conformance: When using Permit Imprint Mail, the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO, and the appropriate mailing statement or statements, supplied by USPS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

The contractor is **required to submit** one legible copy of each billing invoice **within five (5) workdays of billing** to: U.S. Small Business Administration, Office of Advocacy, 409 Third Street, SW, Room 7335, Washington, DC 20416. Attn: Brooke Nelson (202 205-6938)

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

#### **PAYMENTS ON PRINT ORDERS:**

After submitting a copy of the billing invoice to the Agency as noted above, billing invoices must be submitted by Fax or mail to the U.S. GPO for the processing of vouchers for payment. Billing and payment instructions can be accessed on our website by the following hyperlinks:

<http://www.gpo.gov/vendors/billing.htm>

<http://www.gpo.gov/vendors/payment.htm>

If faxed, send the completed invoice to GPO utilizing the payment processing cover sheet. Access the following hyperlink for preparation instructions: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

NOTE: Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes MUST be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

NOTE: Do not mail your invoice to any other GPO Procurement Office as this will delay 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).

Furnished material will be provided by e-mail.

No definite schedule for submission of material can be predetermined.

The following schedule begins the workday after submission of print order and furnished material; the workday after submission will be the first workday of the schedule.

PDF proof must be e-mailed within **one (1) workday**

The Government will review and approve the PDF proof within **one (1) workday**

Complete production and distribution must be made within **three (3) workdays** after receipt of "OK to Print"

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 and all shipments mailed f.o.b. contractor's city must be delivered to the U.S Postal Service.

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or 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 one year's production 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**"

		(1)	(2)
I.	(a)	76	728

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

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.

A charge will be allowed for each page, whether printed or blank.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

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

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

**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.

	<u>Make-ready and/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)
(a) Per page .....	\$ _____	\$ _____

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

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

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

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... \_\_\_\_\_
  - b. Number of hours from pickup of Government Furnished 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..... \_\_\_\_\_

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "Section 4 - Schedule of Prices", initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910, "Bid" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder\_\_\_\_\_

\_\_\_\_\_  
(City - State)

By\_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)