

ITEM NO.	DESCRIPTION	BASIS OF AWARD	ALCOM Harleysville, PA UNIT RATE	COST	WBC INC./LITHEXCEL Albuquerque, NM UNIT RATE	COST	LAS VEGAS COLOR Las Vegas, NV UNIT RATE	COST	MONARCH LITHO Montebello, CA UNIT RATE	COST	PREVIOUS CONTRACTOR UNIT RATE	COST
I.	ELECTRONIC PREPRESS:											
A.	Trim/page-size unit.....per trim/page-size unit.....	120	\$5.00	\$600.00	\$0.00	\$0.00	\$5.50	\$660.00	\$6.00	\$720.00	\$5.00	\$600.00
B.	Digital color content proofs.....per trim/page-size unit.....	210	\$6.00	\$1,260.00	\$4.00	\$840.00	\$5.50	\$1,155.00	\$6.00	\$1,260.00	\$5.00	\$1,050.00
C.	One-piece laminated color proofs.....per trim/page-size unit.....	250	\$20.00	\$5,000.00	\$16.00	\$4,000.00	\$23.50	\$5,875.00	\$25.00	\$6,250.00	\$20.00	\$5,000.00
D.	System Timework.....per hour.....	20	\$30.00	\$600.00	\$80.00	\$1,600.00	\$85.50	\$1,710.00	\$60.00	\$1,200.00	\$50.00	\$1,000.00
II.	PRINTING & BINDING:											
A.	ENVELOPES:											
1.	Printing in Full, Spot Aqueous Coating OR Spot Color Only											
(a)	No. 10, Format A (No Window)											
(1)	Makeready and/or Setup.....	1	\$100.00	\$100.00	\$48.00	\$48.00	\$210.00	\$210.00	\$305.00	\$305.00	\$100.00	\$100.00
(2)	Running per 1,000 Copies.....	10	\$21.45	\$214.50	\$16.00	\$160.00	\$65.50	\$655.00	\$18.80	\$188.00	\$64.67	\$646.70
(b)	No. 9, Format C (No Windows)											
(1)	Makeready and/or Setup.....	10	\$100.00	\$1,000.00	\$48.00	\$480.00	\$210.00	\$2,100.00	\$295.00	\$2,950.00	\$100.00	\$1,000.00
(2)	Running per 1,000 Copies.....	1076	\$21.70	\$23,349.20	\$16.00	\$17,216.00	\$22.50	\$24,210.00	\$28.50	\$30,666.00	\$64.67	\$69,584.92
2.	Printing in Four-Color Process											
(a)	No. 10, Format A (No Windows)											
(1)	Makeready and/or Setup.....	10	\$100.00	\$1,000.00	\$232.00	\$2,320.00	\$635.00	\$6,350.00	\$585.00	\$5,850.00	\$100.00	\$1,000.00
(2)	Running per 1,000 Copies.....	1076	\$29.00	\$31,204.00	\$42.00	\$45,192.00	\$24.50	\$26,362.00	\$32.50	\$34,970.00	\$67.10	\$67.10
(b)	No. 10, Format B (One Window)											
(1)	Makeready and/or Setup.....	1	\$100.00	\$100.00	\$232.00	\$232.00	\$635.00	\$635.00	\$305.00	\$305.00	\$100.00	\$100.00
(2)	Running per 1,000 Copies.....	10	\$31.00	\$310.00	\$48.00	\$480.00	\$68.50	\$685.00	\$48.25	\$482.50	\$69.27	\$69.27
3.	Printing in Each Additional Spot Color - Per Color											
(a)	No. 10 (Format A & B)											
(1)	Makeready and/or Setup.....	1	\$25.00	\$25.00	\$30.00	\$30.00	\$155.00	\$155.00	\$135.00	\$135.00	\$25.00	\$25.00
(2)	Running per 1,000 Copies.....	10	\$1.50	\$15.00	\$12.00	\$120.00	\$5.50	\$55.00	\$2.00	\$20.00	\$0.55	\$5.50
B.	REPLY CARDS:											
1.	Printing Full, Spot Aqueous Coating OR Spot Color Only											
(a)	Up to 9 x 7-1/2"											
(1)	Makeready and/or Setup.....	1	\$125.00	\$125.00	\$30.00	\$30.00	\$210.00	\$210.00	\$285.00	\$285.00	\$260.00	\$260.00
(2)	Running per 1,000 Copies.....	10	\$5.00	\$50.00	\$15.00	\$150.00	\$13.50	\$135.00	\$6.75	\$67.50	\$5.00	\$50.00
(b)	Over 9 x 7-1/2 up to 8-1/2 x 11"											
(1)	Makeready and/or Setup.....	1	\$125.00	\$125.00	\$30.00	\$30.00	\$210.00	\$210.00	\$285.00	\$285.00	\$260.00	\$260.00
(2)	Running per 1,000 Copies.....	10	\$5.90	\$59.00	\$15.00	\$150.00	\$21.50	\$215.00	\$9.50	\$95.00	\$7.07	\$70.70
(c)	Over 8-1/2 x 11 " up to 13 x 19"											
(1)	Makeready and/or Setup.....	1	\$125.00	\$125.00	\$48.00	\$48.00	\$210.00	\$210.00	\$325.00	\$325.00	\$260.00	\$260.00
(2)	Running per 1,000 Copies.....	10	\$8.00	\$80.00	\$24.00	\$240.00	\$30.50	\$305.00	\$20.50	\$205.00	\$11.38	\$113.80
2.	Printing in Four-Color Process											
(a)	Up to 9 x 7-1/2"											
(1)	Makeready and/or Setup.....	23	\$295.00	\$6,785.00	\$192.00	\$4,416.00	\$635.00	\$14,605.00	\$695.00	\$15,985.00	\$425.00	\$9,775.00
(2)	Running per 1,000 Copies.....	1076	\$6.75	\$7,263.00	\$28.00	\$30,128.00	\$15.50	\$16,678.00	\$10.25	\$11,029.00	\$6.75	\$7,263.00
(b)	Over 9 x 7-1/2 up to 8-1/2 x 11"											
(1)	Makeready and/or Setup.....	1	\$295.00	\$295.00	\$192.00	\$192.00	\$635.00	\$635.00	\$695.00	\$695.00	\$425.00	\$425.00
(2)	Running per 1,000 Copies.....	10	\$9.00	\$90.00	\$28.00	\$280.00	\$23.50	\$235.00	\$13.50	\$135.00	\$7.60	\$76.00
(c)	Over 8-1/2 x 11 " up to 13 x 19"											
(1)	Makeready and/or Setup.....	15	\$295.00	\$4,425.00	\$268.00	\$4,020.00	\$635.00	\$9,525.00	\$695.00	\$10,425.00	\$425.00	\$6,375.00
(2)	Running per 1,000 Copies.....	329	\$12.00	\$3,948.00	\$36.00	\$11,844.00	\$31.50	\$10,363.50	\$22.00	\$7,238.00	\$12.00	\$3,948.00
3.	Printing in Each Additional Spot Color - Per Color											
(a)	Up to 9 x 7-1/2"											
(1)	Makeready and/or Setup.....	1	\$100.00	\$100.00	\$48.00	\$48.00	\$158.50	\$158.50	\$135.00	\$135.00	\$100.00	\$100.00
(2)	Running per 1,000 Copies.....	10	\$0.75	\$7.50	\$16.00	\$160.00	\$5.50	\$55.00	\$2.00	\$20.00	\$0.75	\$7.50
(b)	Over 9 x 7-1/2 up to 8-1/2 x 11"											
(1)	Makeready and/or Setup.....	1	\$100.00	\$100.00	\$48.00	\$48.00	\$158.50	\$158.50	\$135.00	\$135.00	\$100.00	\$100.00
(2)	Running per 1,000 Copies.....	10	\$0.90	\$9.00	\$16.00	\$160.00	\$6.50	\$65.00	\$2.50	\$25.00	\$0.90	\$9.00
(c)	Over 8-1/2 x 11 " up to 13 x 19"											
(1)	Makeready and/or Setup.....	1	\$100.00	\$100.00	\$48.00	\$48.00	\$158.50	\$158.50	\$135.00	\$135.00	\$100.00	\$100.00
(2)	Running per 1,000 Copies.....	10	\$1.10	\$11.00	\$25.00	\$250.00	\$15.50	\$155.00	\$3.00	\$30.00	\$1.30	\$13.00
C.	FORMS/FACT FOLDERS:											
1.	Printing Full, Spot Aqueous Coating OR Spot Color Only											
(a)	Up to 5-1/2 x 8-1/2"											
(1)	Makeready and/or Setup.....	1	\$125.00	\$125.00	\$26.00	\$26.00	\$210.00	\$210.00	\$285.00	\$285.00	\$260.00	\$260.00
(2)	Running per 1,000 Copies.....	10	\$4.00	\$40.00	\$15.00	\$150.00	\$13.50	\$135.00	\$4.00	\$40.00	\$5.89	\$58.90
(b)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"											
(1)	Makeready and/or Setup.....	1	\$125.00	\$125.00	\$30.00	\$30.00	\$210.00	\$210.00	\$285.00	\$285.00	\$260.00	\$260.00
(2)	Running per 1,000 Copies.....	10	\$6.00	\$60.00	\$15.00	\$150.00	\$21.50	\$215.00	\$7.50	\$75.00	\$7.07	\$70.70
(c)	Over 8-1/2 x 11 " up to 13 x 19"											
(1)	Makeready and/or Setup.....	1	\$125.00	\$125.00	\$48.00	\$48.00	\$210.00	\$210.00	\$285.00	\$285.00	\$260.00	\$260.00
(2)	Running per 1,000 Copies.....	10	\$10.50	\$105.00	\$20.00	\$200.00	\$29.50	\$295.00	\$13.40	\$134.00	\$11.38	\$113.80
2.	Printing in Four-Color Process											
(a)	Up to 5-1/2 x 8-1/2"											
(1)	Makeready and/or Setup.....	1	\$295.00	\$295.00	\$120.00	\$120.00	\$635.00	\$635.00	\$695.00	\$695.00	\$425.00	\$425.00
(2)	Running per 1,000 Copies.....	5	\$4.00	\$20.00	\$25.00	\$125.00	\$14.50	\$72.50	\$6.50	\$32.50	\$6.10	\$30.50
(b)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"											
(1)	Makeready and/or Setup.....	10	\$295.00	\$2,950.00	\$120.00	\$1,200.00	\$635.00	\$6,350.00	\$695.00	\$6,950.00	\$425.00	\$4,250.00
(2)	Running per 1,000 Copies.....	1076	\$7.40	\$7,962.40	\$25.00	\$26,900.00	\$15.50	\$16,678.00	\$13.00	\$13,988.00	\$7.60	\$8,177.60
(c)	Over 8-1/2 x 11 " up to 13 x 19"											
(1)	Makeready and/or Setup.....	1	\$295.00	\$295.00	\$210.00	\$210.00	\$635.00	\$635.00	\$695.00	\$695.00	\$425.00	\$425.00
(2)	Running per 1,000 Copies.....	5	\$12.00	\$60.00	\$32.00	\$160.00	\$30.50	\$152.50	\$25.00	\$125.00	\$12.00	\$60.00
3.	Printing in Each Additional Spot Color - Per Color											
(a)	Up to 5-1/2 x 8-1/2"											
(1)	Makeready and/or Setup.....	1	\$50.00	\$50.00	\$30.00	\$30.00	\$158.50	\$158.50	\$135.00	\$135.00	\$100.00	\$100.00
(2)	Running per 1,000 Copies.....	10	\$0.75	\$7.50	\$16.00	\$160.00	\$5.50	\$55.00	\$2.00	\$20.00	\$0.75	\$7.50
(b)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"											
(1)	Makeready and/or Setup.....	1	\$50.00	\$50.00	\$30.00	\$30.00	\$158.50	\$158.50	\$135.00	\$135.00	\$100.00	\$100.00
(2)	Running per 1,000 Copies.....	10	\$0.80	\$8.00	\$16.00	\$160.00	\$6.50	\$65.00	\$2.80	\$28.00	\$0.80	\$8.00
(c)	Over 8-1/2 x 11 " up to 13 x 19"											
(1)	Makeready and/or Setup.....	1	\$50.00	\$50.00	\$48.00	\$48.00	\$158.50	\$158.50	\$135.00	\$135.00	\$100.00	\$100.00
(2)	Running per 1,000 Copies.....	10	\$1.30	\$13.00	\$22.00	\$220.00	\$15.50	\$155.00	\$4.50	\$45.00	\$1.30	\$13.00
III.	PAPER:											
A.	ENVELOPES (per 1,000 envelopes):											
1.	No. 10:											
(a)	White Laid, Linen or Cockle-Finish Bond (24 lb).....	5	\$24.18	\$120.90	\$37.00	\$185.00	\$35.50	\$177.50	\$30.65	\$153.25	\$20.60	\$103.00
(b)	White 25% Laid, Linen or Cockle Finish Bond (20 lb).....	1076	\$23.18	\$24,941.68	\$42.00	\$45,192.00	\$29.50	\$31,742.00	\$76.50	\$82,314.00	\$20.60	\$22,165.60
2.	No. 9:											
(a)	White Laid, Linen or Cockle-Finish Bond (24 lb).....	5	\$24.18	\$120.90	\$37.00	\$185.00	\$35.50	\$177.50	\$26.90	\$134.50	\$20.60	\$103.00
(b)	White 25% Laid, Linen or Cockle Finish Bond (20 lb).....	1076	\$23.18	\$24,941.68	\$42.00	\$45,192.00	\$29.50	\$31,742.00	\$66.50	\$71,554.00	\$20.60	\$22,165.60
B.	REPLY CARDS (per 1,000 reply cards):											
1.	No. 1 White Coated Cover, Gloss-Finish or White Dull Coated Cover (80 lb)			</								

U.S. GOVERNMENT PUBLISHING OFFICE

Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

National Direct Mail Program

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

Department of Defense

HQ, U.S. Air Force Recruiting Service, Randolph Air Force Base, TX

Single Award

TERM OF CONTRACT: The term of this contract is for the period DATE OF AWARD and ending October 31, 2016, plus up to four 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 2 p.m., prevailing Dallas, Texas time, on October 30, 2015.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Customer Services, Dallas Regional Office, Agency Procurement Services, 1100 Commerce Street, Suite 700, Dallas, TX 75242.

Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. 214-767-0456. 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.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all 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=Dallas>.

Questions concerning this contract should be directed to Jim Hunt at (214) 767-0451, ext. 5. (No collect calls.)

To submit a bid, contractors must execute and submit the "Schedule of Prices" (pages 25 through 33), included within, and GPO Form 910, included within.

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. 8-02)).

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. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site (<http://www.gpo.gov/vendors/index.htm>) where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of Jan. 1, 2008, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

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

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information includes but is not limited to a person's name, date of birth, Social Security Number, address, or financial data.

The contractor shall assure that each contractor's officers and employees with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act.

Incident Reporting Requirements: If there is a breach, or a suspected breach, of PII, the incident must be reported to the GPO contract administrator within one hour of discovery.

CONFIDENTIALITY REQUIREMENTS: Contractor shall be bound by confidentiality rules applicable to the protection of PII. Contractor shall exercise reasonable discretion in handling documents that include privileged materials and confidential PII.

The contractor must agree to the following security conditions:

- (a) Mailing lists received by the contractor are sensitive and must be properly safeguarded from unauthorized disclosure. When mailing lists are not being processed, they will be securely stored in a location which will preclude unauthorized access.
- (b) Individuals having access to mailing lists during pick-up, transport, processing, assembly, delivery, etc., must be properly notified by the contractor regarding the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized access.

SECURITY: The information provided for this contract is considered sensitive. The processing and production and storage of this information require the greatest possible care in handling to ensure against any copies (or any information therein) from reaching unauthorized persons.

During the performance of this contract, controlled items/sensitive information will be produced. Appropriate safeguards must be proposed by the contractor and approved by the Contracting Officer for the safeguarding from actual, potential or inadvertent release by the contractor, or subcontractor, of these materials in any form. Such safeguards shall ensure that only governmental and contractor parties, including subcontractors that have an established need-to-know, have access in order to perform work under this contract, and then only under conditions which assure that the information is properly protected.

The GPO reserves the right to audit contractor facilities for compliance with the above restrictions. While in use, all working materials shall be maintained under surveillance and shall be kept secure so as to preclude access by any persons who do not have a legitimate need to view them. Whenever controlled/sensitive information is not under the personal control and observation of an authorized person, it shall be guarded or stored in a locked security cabinet, safe, or safe-type steel file container. When it is impractical to store working materials because of its nature, size, or unique characteristics the material shall be secured in a restricted area capable of preventing unauthorized entry. The contractor is charged with designating an employee to perform all security checks to ensure compliance with these security requirements.

SECURITY PLAN: The contractor must have a detailed Security Plan and must submit the Security Plan for approval before contract award. The integrity of any furnished discs or electronic submission must be given the highest priority. Therefore, the contractor must guarantee that the furnished addresses will be used only to complete this contract. NOTE: Security requirements also apply to any sub-contractor as well as the contractor (all parties involved).

Bid submission indicates contractor agrees and will abide by all the confidentiality and security requirements of this contract.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II for items printed in process color and Level III for items printed in spot colors.
- (b) Finishing (item related) Attributes -- Level II.
- (c) Exceptions: Finishing Attributes for Envelopes -- None but envelopes must function as intended.

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. Approved proofs, average type dimension set by contractor, camera copy.	
P-8. Approved proofs, camera copy.	
P-9. Approved color proofs, Pantone Matching System color, color swatch, Government furnished sample.	
P-10. Approved color proofs. Government furnished sample, four-color artwork.	

Special Instructions: In the event the Government requests on On-Site proof inspection, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Press Sheets
P-8. Halftone Match (Single and Double Impression)	Approved Press Sheets
P-9. Solid and Screen Tint Color Match	Approved Press Sheets
P-10. Process Color Match	Approved Press Sheets

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 DATE OF AWARD through October 31, 2016, 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 July 31, 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.

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

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 DATE OF AWARD through October 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.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or no availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

PAYMENT: Submit all billing invoices to: U.S. Government Publishing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401.

The preferred method of submitting your invoices for payment is through the GPO fax gateway (if no samples are required). The information for using this method is located at the following website <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

When completing your invoice, please be sure to include all requested information as outlined in *GPO's Billing Instruction* (GPO Publication 300.3) <http://www.gpo.gov/vendors/billing.htm>.

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of forms (letters), reply cards, self-mailers, fact folders and envelopes (with and without windows). These items may print in a single flat color, multiple spot colors, 4-color process, or a combination of spot colors and 4-color process. Operations required include electronic pre-press, proofs, printing, aqueous coating, envelope manufacturing, folding, perforating, collating into sets, printing of variable data (e.g., a unique code on each piece), cross-matching of variable data, inserting, packing, direct imaging of addresses, labeling, bar coding (including delivery point bar coding), sorting, mailing, and shipping.

An item may be ordered produced as an individual item (not ordered as part of the set; e.g., self-mailers).

TITLE: National Direct Mail Program.

FREQUENCY OF ORDERS: Approximately 8 orders per year.

QUANTITY: From approximately 7,500 to 2,000,000 copies per order. Ordered quantities are divided into two ranges.

- (1) Quantities from 7,500 to 300,000 copies inclusively; averaging 100,000 copies each of one or more items per order. Approximately 6 orders per year.
- (2) Quantities over 300,000 copies to a maximum of 2,000,000 copies. Approximately 2 orders per year. One order will consist of approximately 1,200,000 copies each of one or more items.

An individual print order may require different quantities of certain items for specific test "cells". For example, suppose 100,000 sets are required for distribution. This may consist of 100,000 envelopes, 100,000 reply cards, 25,000 of one form, 75,000 of another form, and 100,000 of another form. Each envelope would require one reply card and two forms, and in this instance instructions would be furnished as to which packages will get the "25,000" form and which will get the "75,000" form. Usually, these must match specific key codes on the reply cards. This is just an example. Varying quantities of any item(s), including the envelope(s), may be required.

It is anticipated that more than one print order may be placed concurrently.

Quantity variations (overs or unders) will NOT be allowed.

TRIM SIZES:

Reply Card: Various trim sizes up to 13 x 19" will be ordered. It is anticipated that the following trim sizes will be among those ordered: 3-1/2 x 5" or 5-1/2", 8-1/2 to 9 x 3-3/4", 8-1/2 to 9 x 7-1/2", and 8-1/2 x 11". Reply cards will be paid for in their respective "trim size" classifications as follows:

Up to and including 9 x 7-1/2"
Over 9 x 8" up to and including 8-1/2 x 11"
Over 8-1/2 x 11" up to and including 13 x 19"

Forms (Letters)/Fact Folders (Self-Mailers): Various trim sizes will be ordered and paid for in their respective "trim size" classification as follows:

Up to and including 5-1/2 x 8-1/2"
Over 5-1/2 x 8-1/2 up to and including 8-1/2 x 11"
Over 8-1/2 x 11" up to and including 13 x 19"

Envelopes: Various sizes and formats of envelopes may be ordered either with or without windows. All window envelopes must have a clear plastic (polystyrene) window. All envelopes must be suitable for machine insertion on a Phillipsberg inserter. Envelopes will be ordered and paid for in their respective "format" classification as follows:

Format "A" - Number 10 envelope, 4-1/8" x 9-1/2", open side, diagonal seams, and gummed flap.

Format "B" - Number 10 envelope, 4-1/8" x 9-1/2", open side, diagonal seams, and gummed flap. One window 4-3/4" x 1-1/8", round corners, positioned approximately 3/4" from the left side and 1/2" from the bottom. Optional window placement: 3/4" from the right side and 1/2" from the bottom.

Format "C" - Number 9 envelope, 3-7/8" x 8-7/8", open side, diagonal or side seams, at the contractor's option, and gummed flap.

Note: Windows may be ordered positioned differently than indicated for the format. Position according to the disk, hard copy or mechanical unless indicated otherwise on the print order. However, if two windows are ordered, windows will always stay in the same relative position to each other. If there is any question as to what is required, immediately contact the Government Publishing Office for clarification before proceeding. It is extremely important that the windows be positioned correctly so that the information on the Business Reply Cards will be readable.

GOVERNMENT TO FURNISH:

Electronic media with all page elements (text and illustrations) in proper position. GPO Form 952. Print Orders.

Platform: Apple with System 10.2 or higher.

Storage Media: CD-R or DVD-R.

Software: Adobe Creative Cloud.

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

Files will be furnished in native application format.

Fonts: All printer and screen fonts will be furnished with each order.

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 order.

A color or black only visual of the furnished electronic files will be provided.

Occasionally, pamphlets or forms (flat or folded) may be furnished by the Government for inserting as part of a direct mail package. These may be furnished to the contractor packed in cartons and either loose, shrink film wrapped or banded. Hand labor may be required to open these cartons, break the shrink film wraps or bands, and remove the material from the carton. No additional charges will be allowed for such operations.

At the Government's option, the contractor may be furnished collating guides showing sequence of items in envelope for each order requiring mailing.

The Government will provide mailing lists on a CD-R to the contractor for each print order. Mailing lists will be provided in a variety of formats; e. g., Microsoft Word, Microsoft Excel, text delimited files. The contractor will be required to format the data provided as necessary to direct print addresses on each mailing piece. Direct printing must be clean, sharp and clear. When printing the address, the contractor must ensure that the address fits the space provided and is positioned properly. This is especially critical when addresses must appear through window areas in envelopes.

A partial dump of the data may be provided for each shipment. Files that are run for postal presort (carrier route and five digit) will have the appropriate count reports included. However, the quantity shown is an estimate and the final count will be taken during the postal presort count by the contractor. The contractor will be required to address and presort for Standard Mail or First Class Mail with maximum postal discounts allowed (delivery point barcode and so forth) and meet all postal specifications for automation compatible Standard Mail or First Class Mail. Mailing lists must be run through NCOA software. The contractor will also provide a Department-exclusive bulk permit imprint from the post office facility it intends to use for mass mailing and add the permit indicia to the disk before furnishing proofs to the government. The Department will pay for the postage, while the cost of the exclusive permit must be borne by the contractor. The contractor must provide a cumulative transaction report to the Department after each individual mail out.

Note: Some projects will require the contractor to apply from one to four perforated clear vinyl wafer seals in accordance with postal specifications.

For occasional orders, the contractor will be required to print and cross-match variable data. For example, the contractor would be required to print the recipient's name on a form. The form would then be inserted into a folded mailer and the mailer sealed. The delivery address would then be applied to the mailer. The contractor would be required to ensure that the recipient's name on the form and the mailer matched.

Facsimile for shipping container labels.

The contractor must examine all materials furnished to determine if there are any discrepancies between the artwork, mechanicals, magnetic tapes or labels, print order, and so forth or if there is anything about the furnished material that would adversely affect the quality of the direct mail package (e.g., type too close to a window). The contractor must notify the Government Publishing Office of any such problems or anticipation of such problems within five (5) workdays after their receipt of the furnished materials.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO and RPI imprint, form number, and revision date, carried on copy or film, 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 product(s) in accordance with these specifications.

NOTE: The contractor must register with the Department of Defense Central Contractor Registration website (<http://www.ccr.gov>).

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 48 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. 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:

TWO (2) sets of digital color content proofs for each product. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

Digital proofs for envelopes must be “die cut” including “die cutting” of windows. Accurate hand cutting will also be acceptable.

TWO (2) sets of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration. Direct to plate must be used to produce the final product.

In lieu of digital one-piece laminated proofs, at contractor’s option two sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8 x 1/8 solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and made available for pickup by the contractor within TWO (2) working days after receipt in the U. S. Government Printing Office, Dallas, TX and the ordering agency. If, in the opinion of the GPO and/or department, the proofs are not a true representation of the furnished art, (objectionable or serious shift in hue, saturation, or density) or contain noticeable defects they will be rejected and the contractor will be required to make the necessary corrections and reproof at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

All proofs must be delivered as a complete set unless specifically instructed otherwise by the Government Printing Office. Do not send proofs for items within an order separately. All proofs must be delivered with all of the original copy furnished to the contractor.

Revised Proofs Due to Printer's Errors: If in the Government's opinion, contractor's errors are such that revised proofs are required, these are to be provided at no additional cost to the Government. No extra time or charges can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. Unless specifically instructed otherwise, all revised proofs must be delivered with all preceding proof(s) and the original copy furnished to the contractor.

Required collated/mailing samples: Contractor must also provide THREE (3) collated sets of all elements. The mailing address must always show through the window envelope.

Paper Samples: Prior to the commencement of production of the contract production quantity, the contractor shall submit for approval to the Government, not less than FIVE (5) copies of paper to be used in the production of the contract requirements. Each copy shall be approximately 8 x 10-1/2" and must be of the kind required by the specifications. Submit copies to: AFRS/RSON, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527, Attn: Cornelius Mickle. The container and accompanying documentation shall be marked PAPER SAMPLES and shall include the GPO jacket number and purchase order number.

Proofs will be reviewed and must comply with the specifications. The proofs must be submitted in sufficient time to allow the Government to review the proofs and the contractor to complete production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the proofs within 5 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the proofs are disapproved by the Government, the Government at its option may require the contractor to submit additional proofs for review in the time and under the terms and conditions specified in the notice of rejection. Such additional proofs shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to review any additional proofs required.

In the event the proofs are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the proofs within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with the procedures as indicated in Article 12, "Notice of Compliance With Schedules" of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the proofs submitted is at the contractor's risk. Proofs will not be returned to the contractor. All costs, including the costs of all proofs, shall be included in the contract price for the production quantity.

NOTE: In most cases, proofs will be mailed to the Agency. However, the Agency may choose to view proofs at Contractors location.

ON-SITE PROOF VIEWING:

The proof requirements listed above apply for on-site inspections. If the Agency requests to view proofs at contractor's facility, the contractor must notify the GPO of the date and time proofs will be available. In order that proper arrangements can be made notification must be given at least 72 hours (excluding Saturdays, Sundays and Federal holidays) in advance of the time for inspection of the press sheets. Notify GPO – Dallas at 214-767-0451, ext. 5, between the hours of 8:00 a.m. and 2:00 p.m., prevailing central time

To maintain the required quality, the Government reserves the right to inspect the proofs at the contractor's plant on any workday during the contractor's regular working hours. When on-site proofing is requested, it must be scheduled during contractor's first and/or second shifts ONLY.

In the event of an on-site proof viewing, ONE SET of FINAL signed and dated press sheets must be forwarded to GPO – Dallas, TX immediately following the date of the press sheet inspection. Please forward one final set to attention: Jim Hunt/Program 1759-S/Print Order No.

You are cautioned that no negotiations, agreements or changes may be made between your company and any representative present at the press sheet inspection, particularly changes that will result in additional costs or schedule changes. GPO personnel must be contacted with such changes before proceeding with production.

You are reminded that the contract resulting from this solicitation will be binding between your company and the U.S. Government Publishing Office.

STOCK: The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March, 2012, and any subsequent amendments thereto.

Envelopes:

- (a) White 25% Bond, Laid, Linen or Cockle Finish, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP G45 except for finish.
- (b) Brilliant White, Natural White, Blue, Gray, Ivory and Tan Bond, Laid, Linen or Cockle Finish, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP G10 except for finish, weight, and colors.
- (c) White Litho (Gloss) Coated Book or White Dull Coated Offset Book, basis size 25 x 38", 70 and 80 lbs. per 500 sheets, equal to JCP A180 or JCP A260 except as specified as follows:
 - (1) White Litho (Gloss) Coated Book
Basis weight: 25 x 28", 500 sheets (pounds).....70 and 80 (A tolerance of +/-5 pct shall be allowed.)
Opacity: Average, not less than (percent).....94 for 70 lb. and 95 for 80 lb.
No individual specimen shall average less than (percent)...92 for 70 lb. and 93 for 80 lb.
Brightness: Average, not less than (percent).....85 for both weights
 - (2) White Dull Coated Offset Book, Dull Finish
Brightness: Average, not less than (percent).....85 for both weights

Reply Cards: Stock **MUST** have a minimum thickness of 0.0070" and a maximum thickness of .0095", average thickness not acceptable, and must meet all U.S. Postal Service regulations for mailing.

- (a) No. 1 White Coated Cover, Gloss-Finish or White Dull Coated Cover, basis size 20 x 26", 80 lbs. per 500 sheets equal to JCP L11 or JCP L60 except as specified below.
 - (1) No. 1 White Coated Cover, Gloss-Finish
Gloss (75 degrees): Average, each side not less than (percent).....50
Smoothness: Average, each side, not to exceed (units).....110
 - (2) White Dull Coated Cover
Opacity: Average, not less than (percent).....97
No individual specimen shall average less than (percent)....95
Smoothness: Average, each side, not to exceed (units).....115
Brightness: Average, not less than (percent).....85
- (b) Brilliant White, Natural White, Blue, Gray, Ivory and Tan Laid or Linen- Finish Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP L20 except for finish and color.

Forms (Letters) and Fact Folders (Self-Mailers):

- (a) White Bond, Laid, Linen or Cockle Finish, 25% cotton fiber, basis size 17 x 22", 24 lbs. per 500 sheets, equal to G45 except for finish.
- (b) Brilliant White, Natural White, Blue, Gray, Ivory and Tan Bond: Laid, Linen, and Cockle Finish, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP G10 except for finish, weight, and colors.
- (c) White Litho (Gloss) Coated Book or White Dull Coated Offset Book, basis size 25 x 38", 70 or 80 lbs. per 500 sheets, equal to JCP A180 or JCP A260. All requirements for this stock under "ENVELOPES" also apply to "FORMS."
- (d) No. 1 White Coated Cover, Gloss Finish, or White Dull Coated Cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP L11 or JCP L60. All requirements for this stock under "ENVELOPES" also apply to "FORMS".

All stock requirements for reply cards also may be used for forms and fact folders.

NOTE: The use of Litho (Gloss) or Dull Coated stock is at the Government's option, not the contractor's, unless the print order specifically gives that option to the contractor. If that option is given to the contractor, unless specifically stated otherwise on the print order, all items must match; that is, do not mix dull and gloss coated stocks within an order.

The following is applicable to all the paper specifications:

Coating and surface shall be uniform, free from mottle, blade coating streaks, and any particles which will pick, lift, or pile on the blanket under normal press conditions.

Reclaimed fiber, in any percentage, is permitted, provided that the requirements of this Standard are met. All No. 1 coated stocks must be free from ground wood or unbleached pulp.

Color, finish, formation and cleanliness: Paper shall conform to the Government standard.

PRINTING: Print face only or face and back: the print order will specify. All printing must be accomplished by offset, except for mailing/addressing requirements. Addressing may be accomplished by laser or inkjet printing at the contractor's option.

Match Pantone colors as indicated on the print order and/or furnished art mechanicals.

All screens are to be 150-line or finer.

Four-color process must be printed on a press capable of printing a minimum of four colors in a single pass through the press (minimum four printing units).

The requirement for the GPO imprint is waived.

Envelopes: Print face only (outside) before conversion. After conversion to envelopes, the printing will appear on all sides of the finished envelope; face, back and flap. Envelopes may print in one or more spot colors, four-color process, or a combination of four-color process and spot colors. Most orders will bleed all sides and require full ink coverage except for glue and seam areas. Contractor must determine these "nonprinting" areas.

Reverse printing and overprinting will also be required. Most orders will not exceed five colors.

Reply Cards: Print face only or face and back in one or more spot colors, four-color process, or a combination of four-color process and spot colors. The majority of reply cards will require four-color process on at least one side. Usually, the reply cards will have one side featuring a four-color process subject that may be repeated on the bottom portion if it is a double card, and the requirement to match Pantone colors with screens and tints of process colors, with the back side printing in one or more spot colors or requiring the contractor to match these spot colors with screens and tints of process colors in order to achieve a better color match between the two sides. However, other combinations may also be ordered.

It is anticipated that only one distinct four-color graphic element/image per side will be required and, as indicated above, that element/image may be repeated and the contractor may have to match Pantone colors with screens and tints of process colors; however, individual orders may require additional four-color element/images. Reverse printing and overprinting may be required on either or both sides. Most orders will not exceed five colors per side.

Forms/Fact Folders: Print face only or face and back in one or more spot colors, four-color process, or a combination of four-color process and spot colors. Contractor may have to match Pantone colors with screens and tints of process colors. Reverse printing and overprinting may be required on either or both sides. Most orders will not exceed five colors per side.

Aqueous Coat: The Government may order full coverage or spot coverage of envelopes, forms, and/or reply cards on one or two sides, with a clear, non-yellowing aqueous coating. The coating must be evenly applied with no trapped foreign particles or air bubbles.

MARGINS: Maintain margins as indicated on copy. Most orders for reply cards, envelopes, and forms will require bleeds. Large solids will often be required.

BINDING: Fold and/or perforate as indicated on the print order and/or copy.

Reply Cards: Various perforating and folding may be required. These include but are not limited to:

Size 3-1/2 x 5" or 5-1/2": One vertical perforation along the 5" or 5-1/2" dimension.

Size 8-1/2 to 9" x 3-1/2": One vertical perforation along the 3-1/2" dimension.

Size 8-1/2 to 9" x 3-3/4": One vertical perforation along the 3-3/4" dimension.

Size 8-1/2 to 9 x 7-1/2": One vertical perforation along the 7-1/2" dimension.

Any reply card larger than the envelope into which it is to be inserted must be folded along the horizontal perforation. If the reply card is labeled or printed with the designee's name and address, it must be folded so that the name and address are out and will show through the envelope window. If the envelope does not have a window, follow specific instructions furnished with the order.

Forms (Letters)/Fact Folders (Self-Mailers): Keep flat or fold as indicated on the print order or copy. All parallel folds are to be with the grain. If right angle folds are required, the print order will indicate the direction of the grain. Gate folds may be required. No additional cost will be allowed for this operation.

Some orders will require two separate approximately 8-1/2 x 11" leaves nested together. (Size slightly less than 8-1/2 x 11" to allow for trim acceptable.) Nested forms may be ordered folded with the grain to 8-1/2 x 5-1/2", or letter folded with the grain to 8-1/2 x 3-11/16" with two parallel folds. For purposes of this specification, two nested 8-1/2 x 11" forms created from one 19 x 13" form will be considered as and charged as one 13 x 19" form.

The letterhead will always face out unless otherwise specified on the print order.

All folded letters must be suitable for machine insertion on a Phillipsberg inserter.

An occasional order will require application of a remoistenable glue strip on one panel of a form.

LABELING, ADDRESSING AND INSERTING: Most orders will require mailing. The contractor must direct print the address directly on the designated area of the reply card (for window envelopes) or the designated area of the envelope (when no window). The contractor must ensure that the address fits the space provided and complies with U.S. Postal Service requirements for the class of mail being used. The printing must be clean, clear and sharp.

NOTE: Bar coding must also be within the requirements of the U.S. Postal Service.

The contractor will be required to collate and insert any combinations of the following elements: forms, fact folders, letters, envelopes and reply cards, including up to 3 other furnished elements.

Mailing lists provided for use under this contract may not be used for any other purpose. Occasionally, the mailing list supplier may require the contractor to sign a standard agreement restricting the use of the mailing list before it will release the list to the contractor.

The contractor must take care not to delete any information that is contained within the addresses without specific approval of the Government Publishing Office. Besides required Postal Service presort information that might be indicated, addresses will usually contain information important to the Air Force for tracking purposes.

STORED SHIPMENTS: Occasionally, an order will require the contractor to mail partial shipments of an order over an extended period of time not to exceed 6 months. For example, the contractor may be required to print a designated package with different key codes and mail a specified quantity of key codes once a month, every month, for 6 months. In these instances the contractor will be allowed an additional "per 1,000 packages" charge (see "ADDITIONAL CHARGES" in the "SCHEDULE OF PRICES") to cover storage, handling, and other related costs for storing and handling these sets after the initial mailing. For the purpose of this charge, a package will consist of the mailing envelope with all materials gathered, collated, and inserted. Only one "per 1,000 package" charge will apply regardless of whether the contractor stores these materials inserted into the envelopes, ready to mail, or as individual items. It is anticipated that mailing lists for each partial mailing will be furnished at one time; however, this cannot be assured.

Since the items can be produced on an individual press run, only one make-ready charge per item will be allowed; except that if the additional cost "per 1,000 packages" for storage and handling causes the total order cost to exceed the cost of running each mailing independently, the contractor will be reimbursed at the lower cost to the Government. If, as anticipated, each item is produced at a single press run, only one set of proofs and press inspections will be required; however, collating samples will be required for each mailing. If for the contractor's convenience, an item(s) is produced at different press runs, notification for press inspections must be given for each run in accordance with these specifications. The contractor will only be allowed to charge the storage costs for the quantity remaining after the initial mailing.

PACKING: Approximately 1 to 5 orders or portions of an order per year may require some packing for bulk shipment.

When ordered, shrink film wrap or paper band (at Government's option) in suitable units or in the quantities indicated on the print order.

Pack in shipping containers. Multiple containers to a single destination must be numbered 1 of 8, 2 of 8, etc. Shipping labels must be on exposed end of shipping containers.

Pallets are required for all destinations receiving 10 or more shipping containers.

INSPECTION SAMPLES: Mail ONE (1) collated and inserted samples of each order for inspection to the U.S. Government Publishing Office, Regional Publishing Procurement Office, 1100 Commerce Street, Room 731, Dallas, Texas 75242, Attn: Inspection Samples.

These samples are in addition to the quantity specified on the print order and cannot 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, 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.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into 50 equal sublots. 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.

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to HQ AFRS/RSON, 550 D Street West, Suite I, Randolph AFB, TX 78150-4527, Attn: Cornelius Mickle.

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 numbers must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION:

Most orders will require extensive mailing. Mail f.o.b. contractor's city.

The Government will be responsible for the cost of all postage as a reimbursable expense.

The contractor must submit to the Government a presort report showing the total postage due. The Government will send the money required via Electronic Funds Transfer (EFT) to an account specified by the contractor within TEN (10) days of receipt of the postal presort report. The contractor is then responsible for paying all postage due to the U.S. Postal Service. Note: All mailing must comply with the U.S. Postal Service Domestic Mail Manual.

All postal receipts will be e-mailed to: Frank Radis (frank.radis.2@us.af.mil) within 24 hours of mailing (after drop is complete).

The contractor will be responsible for providing all materials and operations including, but not exclusive to, labeling, sorting, bundling, packaging, and documentation forms necessary to comply with all U.S. Postal Service regulations for the required rate class. The contractor will be required to accurately complete all appropriate mailing statements, including Postal Form 3602.

Note: HQ AFRS/RSON, Building 491, Room 140, Randolph AFB, TX 78150-4527 must be furnished with copies of all such completed forms within 1 workday of the completed mailing.

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

An occasional order will require bulk shipments. Ship these f.o.b. contractor's city. The contractor will be reimbursed for freight shipments by submitting an appropriate receipt for same with the invoice for payment.

Copies of Receipts: Within **ONE (1) workday** of mailing/delivery, the contractor must be e-mailed to: Frank Radis (frank.radis.2@us.af.mil), a copy of all signed mailing/shipping receipts.

Return of Material: Within FIVE (5) workdays of the completion of the order, deliver (must be received at destination) all furnished material plus the Blue Label sample sets of each complete key code lot to HQ AFRS/RSON, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527, Attn: Cornelius Mickle.

All of the above material must be provided complete for each print order. Do not furnish partial material for any order. Do not furnish material on a piecemeal basis. Do not mix materials for more than one print order in a container. Material must be returned in a logical order. All artwork should be packed with the mechanicals, etc.

If any material is discovered not returned, the Government will notify the contractor and such material must be furnished within THREE (3) workdays of notification. At the Government's option, partial material or material furnished "jumbled together," may be returned to the contractor at their expense for them to sort out with the requirement that all material be returned to the Government in the proper order within THREE (3) workdays. If material is still missing, the Government may require the contractor to pay the cost of replacing the missing items. Replacement costs will be the amount of money the Air Force would have to pay its contracted advertising agency to replace them. If material is still jumbled, the contractor will be charged at the rate of \$47.00 per hour for the Government to sort the material in the proper order.

All expenses incidental to returning furnished material, submitting proofs, pickup of OK'd proofs from the Department and furnishing sample copies must be borne by the contractor.

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.

MAILING LIST DATABASE: Prior to the issuance of each print order, the ordering agency will electronically transmit addresses. The contractor is required to electronically store and maintain a database of names and addresses and merge electronically with any other mail lists provided by the Department for the mailing of a specific number of publications from each order. The contractor will be required to update the stored data with additions or deletions provided by the Department in either electronic or hard copy format.

All mailing lists are the property of the Government and are not to be used for purposes other than as specified herein without the expressed written permission of the Government. Upon termination of this contract or at the request of the Government, all mailing lists held by the contractor must be completely updated and returned to the Government to the address and on the media specified by the Government.

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 ready for pickup (at contractor's expense) one hour after notification from HQ AFRS/RSON, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527.

Unless the Government requests to review proofs at contractor's plant, all proofs must be delivered to and picked up from HQ AFRS/RSON, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527. Proofs must be delivered and picked up via messenger or overnight carrier. The contractor will be responsible for arranging for all proof pickups and deliveries. Contact Mr. Cornelius Mickle at (210) 652-4913.

The following schedule begins the workday after notification of the availability of print order and furnished material.

Note: Workdays are Monday through Friday, exclusive of Federal holidays.

- (a) Submit via an overnight delivery service within TEN (10) workdays the following:
- (1) TWO (2) sets of digital content proofs and two sets of one-piece laminated color proofs (as required).
 - (2) TWO (2) collated sets of all elements inserted in the envelope with the mailing address showing through the window envelope (if applicable).
 - (3) FIVE (5) paper copies of each type of stock specified on the print order.

Deliver proofs and samples, along with furnished art and mechanicals, directly to HQ Recruiting Service: see address above.

- (b) The Department will hold the proofs a maximum of FIVE (5) workdays, approve, approve with

corrections, or reject with a requirement for additional proofs. The reviewed proofs will be available within one hour after notification and must be picked up and returned to the contractor's plant via an overnight delivery service.

- (c) Revised or corrected proofs, if ordered, must be furnished within THREE (3) workdays of notification of request for revised proofs. No additional time will be allowed in the schedule for this requirement. If proofs are required due to author's alterations, it will be the final judgment of the Contracting Officer whether corrections are so extensive that additional time is required. Additional proof charges will be allowed for reproofing required because of author's alterations. No additional charges will be allowed for proofing required because of printer's errors.
- (d) The Department will hold revised proofs a maximum of FIVE (5) workdays (from receipt). Department will notify contractor when proofs are available for pickup.
- (e) Complete production and distribution must be made as follows:
 - (1) Orders up to 300,000 sets, except those designated for partial shipments, must be shipped complete within 28 workdays after notification of availability of copy and print order.
 - (2) For orders over 300,000 sets, contractor will be allowed one additional workday for each additional 300,000 sets.

The above times include the hold time for proofs and the collating/mailing samples.

The contractor must have the capability to insert, label, and mail a minimum of 300,000 sets per workday.

The contractor must not print prior to receipt of an "OK to print" and verification of the final quantity required as indicated by the final count taken by the contractor during the postal presort count.

NOTE: At the Government's option, proofs may be reviewed at the contractor's plant. The contractor is requested to schedule the press run within ONE (1) workday of the proof review whenever the Government indicates it will review proofs at the contractor's plant so the Government representative can remain for the press inspection. The Government will indicate on the print order if they intend to review proofs at the contractor's plant or have them delivered.

All schedules in this contract require performance within a specific number of workdays. In computing the schedule, the workday material is received, or available for pickup, or notification given, etc., is not counted in the schedule. For example, if proofs are received by the Department on Monday and must be available for pickup within five workdays, they must be available for pickup by the following Monday.

Occasionally, some orders will have additional production time allowed because specific "drop dates" may be required for mailing. A drop date is the date that the material is entered into and receipts are issued by the Postal Service. No orders may be mailed early without prior approval of HQ AFRS/RSON.

Occasionally, less time than is indicated in the production schedule may be required. These may be offered to the contractor. Although the contractor is not required to accept such orders, if they do so, they will be bound to the accepted mailing/shipping date. No additional charges will be allowed for the shorter production time.

It is the Government's intention to furnish the CD containing the mailing list with the other Government furnished material. It is the contractor's responsibility to immediately inspect the CD for any defects and to run a count from the mailing list on the CD. The contractor must notify the HQ AFRS/RSMSP within TWO (2) workdays after receipt of the CD if there are any defects or discrepancies between the quantities contained in the mailing list and the quantities ordered on the print order.

The requirements under "SCHEDULE" apply to individual orders and not to multiple orders placed at the same time. No additional time will be allowed for multiple orders placed.

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 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. The units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. A. 120
- B. 210
- C. 250
- D. 20

	(1)	(2)
II. A.1.(a)	10	10750
A.1.(b)	10	10750
A.2.(a)	1	10
A.2.(b)	1	10
A.3.(a)	1	10
B.1.(a)	25	10750
B.1.(b)	1	10
B.1.(c)	15	3300
B.2.(a)	1	5
B.2.(b)	1	5
B.2.(c)	1	5
B.3.(a)	1	10
B.3.(b)	1	10
B.3.(c)	1	10
C.1.(a)	1	10
C.1.(b)	10	10750
C.1.(c)	1	10
C.2.(a)	1	5
C.2.(b)	1	5
C.2.(c)	1	5
C.3.(a)	1	10
C.3.(b)	1	10
C.3.(c)	1	10

III. A.1.(a)	10750
A.1.(c)	5
A.2.(a)	10750
A.2.(c)	5
B.1.(a)	5
B.1.(b)	5
B.1.(c)	5
B.1.(d)	5
B.2.(a)	5
B.2.(b)	5
B.2.(c)	5
B.2.(d)	5
C.1.(a)	5
C.1.(b)	10750
C.1.(c)	5
C.2.(a)	5
C.2.(b)	5
C.2.(c)	5
C.3.(a)	5
C.3.(b)	5
C.3.(c)	5
C.4.(a)	5
C.4.(b)	3326
C.4.(c)	33
IV. A.	390
B.	50
C.	4345
V. A.1.	10
A.2.	1
B.1.	10750
B.2.	10750
B.3.	6800
B.4.	14000
B.5.	1760

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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

Bids for each "trim size" shall be for any trim size up to the maximum trim size listed.

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

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

Note: Only one "Makeready and/or Setup" charge will be allowed per item for each order. Likewise, only one charge for "Running per 1,000 copies" will be allowed. The applicable "Running" charge will be computed based upon the total quantity ordered for that item.

(Initials)

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. 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.....\$_____
- B. Digital color content proofs.....per trim/page-size unit.....\$_____
- C. One-piece laminated color proofs.....per trim/page-size unit.....\$_____
- D. System Timework.....per hour.....\$_____

Electronic pre-press operations, which cannot be properly classified under any other item, shall be charged as "System Timework". A statement outlining in detail the operation for which payment is claimed must support any charge made under "System Timework". In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item D.

Initials

II. PRINTING AND BINDING: Refer to exceptions below.

A. ENVELOPES: Prices offered shall include the cost of all required materials and operations necessary for the complete production of the envelope listed in accordance with these specifications. Contractor is to charge full or spot aqueous coating at the "each additional spot color" rates. If an envelope prints in four-color process plus spot colors, the contractor will NOT be allowed the "1st" Spot Color charge. They will be allowed the four-color process charge plus the appropriate number of "additional" spot color charges. Envelopes print face only prior to manufacture. Only one "MAKEREADY AND/OR SETUP" charge will be allowed regardless of the number of copies run.

	Makeready and/or Setup (1)	Running per 1,000 Copies (2)
1. Printing in 1st Spot Color		
(a) No. 10, Format A (No Window).....	\$_____	\$_____
(b) No. 9, Format C (No Windows).....	\$_____	\$_____
2. Printing in Four-Color Process		
(a) No. 10, Format A (No Window).....	\$_____	\$_____
(b) No. 10, Format B (One Window).....	\$_____	\$_____
3. Printing Each Additional Spot Color – Per Color:		
(a) No. 10 (Format A & B).....	\$_____	\$_____

 Initials

B. REPLY CARDS: Prices offered shall include the cost of all required materials and operations necessary for the complete production of the reply card listed in accordance with these specifications. Contractor is to charge full or spot aqueous coating at the "each additional spot color" rates. No additional charges will be allowed for key code changes. Prices are per printed side. No additional charges will be allowed for the back if it is blank. Any required perforating and folding are included in these prices. If a side prints in four-color process plus flat colors, the contractor will NOT be allowed the "1st Spot Color" charge. They will be allowed the four-color process charge plus the appropriate number of "additional" spot color charges. Only one "MAKEREADY AND/OR SETUP" charge will be allowed regardless of the number of copies run.

	Makeready and/or Setup (1)	Running per 1,000 Copies (2)
1. Printing in 1st Spot Color		
(a) Up to 9 x 7-1/2"	\$ _____	\$ _____
(b) Over 9 x 7-1/2" up to 8-1/2 x 11"	\$ _____	\$ _____
(c) Over 8-1/2 x 11" up to 13 x 19"	\$ _____	\$ _____
2. Printing in Four-Color Process		
(a) Up to 9 x 7-1/2"	\$ _____	\$ _____
(b) Over 9 x 7-1/2" up to 8-1/2 x 11"	\$ _____	\$ _____
(c) Over 8-1/2 x 11" up to 13 x 19"	\$ _____	\$ _____
3. Printing Each Additional Spot Color – Per Color:		
(a) Up to 9 x 7-1/2"	\$ _____	\$ _____
(b) Over 9 x 7-1/2" up to 8-1/2 x 11"	\$ _____	\$ _____
(c) Over 8-1/2 x 11" up to 13 x 19"	\$ _____	\$ _____

 Initials

C. FORMS/FACT FOLDERS: Prices offered shall include the cost of all required materials and operations necessary for the complete production of the forms listed in accordance with these specifications. Contractor is to charge full or spot aqueous coating at the "each additional spot color" rates. Prices are per printed side. Any required folding is included in these prices. If a side prints in four-color process plus flat colors, the contractor will NOT be allowed the "1st Spot Color" charge. They will be allowed the four-color process charge plus the appropriate number of "additional" spot color charges. Only one "MAKEREADY AND/OR SETUP" charge will be allowed regardless of the number of copies run.

	Makeready and/or Setup (1)	Running per 1,000 Copies (2)
1. Printing in 1st Spot Color		
(a) Up to 5-1/2 x 8-1/2"	\$ _____	\$ _____
(b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11	\$ _____	\$ _____
(c) Over 8-1/2 x 11" up to 13 x 19"	\$ _____	\$ _____
2. Printing in Four-Color Process		
(a) Up to 5-1/2 x 8-1/2"	\$ _____	\$ _____
(b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	\$ _____	\$ _____
(c) Over 8-1/2 x 11" up to 13 x 19"	\$ _____	\$ _____
3. Printing Each Additional Spot Color – Per Color:		
(a) Up to 5-1/2 x 8-1/2"	\$ _____	\$ _____
(b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	\$ _____	\$ _____
(c) Over 8-1/2 x 11" up to 13 x 19"	\$ _____	\$ _____

 Initials

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(s) ordered in the applicable "Trim-Size" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Coated stock, when indicated, is dull or litho (gloss) coated at the Government's option.

A. Envelopes:

1. No.10:

- (a) White Laid, Linen or Cockle-Finish Bond (24-lb.).....per 1,000 envelopes.....\$_____
- (b) White 25% Laid, Linen or Cockle-Finish Bond (20-lb.)....per 1,000 envelopes.....\$_____

2. No. 9:

- (a) White Laid, Linen or Cockle-Finish Bond (24-lb.).....per 1,000 envelopes.....\$_____
- (b) White 25% Laid, Linen or Cockle-Finish Bond (20-lb.)....per 1,000 envelopes.....\$_____

B. Reply Cards:

1. No. 1 White Coated Cover, Gloss-Finish, or White Dull Coated Cover (80-lb.)

- (a) Up to 9 x 8"per 1,000 reply cards.....\$_____
- (b) Over 9 x 8" up to 8-1/2 x 11".....per 1,000 reply cards.....\$_____
- (c) Over 8-1/2 x 11" up to 13 x 19".....per 1,000 reply cards.....\$_____

2. White Laid or Linen Finish Cover (65 lb.)

- (a) Up to 9 x 8"per 1,000 reply cards.....\$_____
-
- (b) Over 9 x 8" up to 8-1/2 x 11"per 1,000 reply cards.....\$_____
- (c) Over 8-1/2 x 11" up to 13 x 19".....per 1,000 reply cards.....\$_____

Initials

C. Forms/Fact Folders:

1. White 25% Laid, Linen or Cockle Finish Bond (24 lb.)

- (a) Up to 5-1/2 x 8-1/2"per 1,000 leaves.....\$ _____
- (b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"per 1,000 leaves.....\$ _____
- (c) Over 8-1/2 x 11" up to 13 x 19"per 1,000 leaves.....\$ _____

2. White or Colored Laid, Linen or Cockle Finish Bond (24 lb.)

- (a) Up to 5-1/2 x 8-1/2"per 1,000 leaves.....\$ _____
- (b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"per 1,000 leaves.....\$ _____
- (c) Over 8-1/2 x 11" up to 13 x 19"per 1,000 leaves.....\$ _____

3. White Litho (Gloss) Coated Book or White Dull Coated Offset Book (70 lb. or 80 lb.)

- (a) Up to 5-1/2 x 8-1/2"per 1,000 leaves.....\$ _____
- (b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"per 1,000 leaves.....\$ _____
- (c) Over 8-1/2 x 11" up to 13 x 19"per 1,000 leaves.....\$ _____

4. No. 1 White Coated Cover, Gloss Finish, or White Dull Coated Cover (80 lb.)

- (a) Up to 5-1/2 x 8-1/2"per 1,000 leaves.....\$ _____
- (b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"per 1,000 leaves.....\$ _____
- (c) Over 8-1/2 x 11" up to 13 x 19"per 1,000 leaves.....\$ _____

Initials

IV. ADDITIONAL CHARGES:

A. Variable data printing.....per 1,000 pages.....\$_____

B. Direct mail packages stored for later shipment.....per 1,000 packages.....\$_____

Stored Shipments: Complete price for storing, handling, and other related costs for holding sets of direct mail packages up to 6 months before drop shipping, in accordance with these specifications. Number of packages is based on the balance stored after the initial shipment is completed.

C. Apply a remoistenable glue strip on one panel of a form....per 1,000 forms..... \$_____

V. LABELING, INSERTING, SORTING, PACKING, AND MAILING:

A. Bulk shipments (other than by mail):

1. Packing and sealing shipping containers.....per container..... \$_____

2. Palletizing.....per pallet..... \$_____

B. Direct printing addresses/barcodes, applying wafer seals, and inserting: also includes required Postal Service sorting, labeling, bundling, packaging documentation and delivery to Post Office.

1. Inserting one reply card and one folded form
into No. 10 envelope.....per 1,000 envelopes..... \$_____

2. Inserting each additional item into a No. 10 envelope.....per 1,000 items \$_____

3. Applying fugitive glue to the finished product.....per 1,000 items. \$_____

4. Direct printing addresses/barcodes.....per 1,000 addresses/barcodes..... \$_____

5. Cross-matching variable data to include all collation required....per 1,000 sets.....\$_____

Initials

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)

BIDDERS: If any portion of this contract is to be subcontracted (as allowed by these specifications), each subcontractor must submit a signed statement as indicated under "SUBCONTRACTING" in these specifications. This statement should be included with the bid: however, if such statement is not included, it must be furnished within one workday of the Government's request. The attached form should be used for this purpose. This form may be duplicated for additional subcontractors.

LOCATION OF POST OFFICE:

All mailing will be made from the _____

Post Office located at Street Address _____

City _____ State _____ Zip Code _____

NOTE: The Post Office indicated above is the one where all mailing must be made for this contract. This Post Office may not be changed without the approval of the Government Publishing Office and the Air Force.

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department
BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) 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, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

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

In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____ Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Signature _____

GPO Contractor Code (if known) _____ Date _____

Telephone Number _____ Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(Initials) (Initials)

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS.

R-1. Small business. By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

R-2. Small Disadvantaged Business Concern. By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

R-3. Women-Owned Small Business Concern. By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

CERTIFICATIONS.

C-1. Covenant Against Contingent Fees. Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

C-2. Buy American Certification. Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

C-3. Clean Air and Water. Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

C-4. Certificate of Independent Price Determination. Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that-

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters (Jan. 1999). By submission of a bid-

(a)(1) The offeror certifies, to the best of its knowledge and belief, that-

(i) The offeror and/or any of its principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager; head of a subsidiary, division or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will-

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods);

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

*****SAMPLE BID ENVELOPE*****

In order to insure proper processing of all bids, the following
Information is required on all contractor furnished bid envelopes:

JACKET OR PROGRAM NO. _____
FROM _____
ADDRESS _____

POSTAGE
STAMP
REQUIRED

(Please check appropriate box)

- BID
- NO BID
- CONFIRMATION OF TELEPHONE/TELEGRAPH BID

U. S. Government Publishing Office
Dallas Regional Publishing Procurement Office
1100 Commerce Street, Room 731
Dallas, TX 75242
Attn: Formal or Term Contract Bid

BIDS WILL BE RECEIVED UNTIL _____

AT 2 P. M. PREVAILING DALLAS TIME