

TITLE Short Run Copying/Services DEPT. U.S. Attorney

ITEM NO.	DESCRIPTION	BASIS OF AWARD	RICOH USA		GNOMON COPY		GNOMON COPY	
			Boston, MASS UNIT	UNIT COST	Cambridge, MASS UNIT	UNIT COST	Cambridge, MASS UNIT	UNIT COST
I. Duplicating/copying in BLACK ONLY								
1	Duplicating/copying in BLACK ONLY							
(a)	Grade A (Autofeed)	372,000	0.04	\$13,764.00	0.05	\$18,600.00	0.04	\$14,880.00
(1)	Up to 8-1/2 x 14"	78	0.10	\$7.80	0.10	\$7.80	0.10	\$7.80
(2)	Over 8-1/2 x 14 up to 11 x 17"							\$0.00
(b)	Grade B (Light Litigation)	4,368	0.07	\$283.92	0.06	\$262.08	0.05	\$218.40
(1)	Up to 8-1/2 x 14"	72	0.13	\$9.00	0.11	\$7.92	0.11	\$7.92
(2)	Over 8-1/2 x 14 up to 11 x 17"							\$0.00
(c)	Grade C (Medium Litigation)	47,708	0.08	\$3,578.10	0.07	\$3,339.56	0.06	\$2,862.48
(1)	Up to 8-1/2 x 14"	90	0.15	\$13.05	0.12	\$10.80	0.12	\$10.80
(2)	Over 8-1/2 x 14 up to 11 x 17"							\$0.00
(d)	Grade D (Heavy Litigation)	20,445	0.10	\$1,942.28	0.09	\$1,840.05	0.09	\$1,840.05
(1)	Up to 8-1/2 x 14"	65	0.18	\$11.38	0.14	\$9.10	0.14	\$9.10
(2)	Over 8-1/2 x 14 up to 11 x 17"							\$0.00
(e)	Grade E (Light Glasswork)	4,958	0.13	\$619.75	0.12	\$594.96	0.12	\$594.96
(1)	Up to 8-1/2 x 14"	38	0.19	\$7.03	0.18	\$6.84	0.18	\$6.84
(2)	Over 8-1/2 x 14 up to 11 x 17"							\$0.00
(f)	Grade F (Heavy Glasswork)	222	0.17	\$36.63	0.15	\$33.30	0.15	\$33.30
(1)	Up to 8-1/2 x 14"	15	0.21	\$3.15	0.20	\$3.00	0.20	\$3.00
(2)	Over 8-1/2 x 14 up to 11 x 17"							\$0.00
2 Duplicating/copying in COLOR								
(a)	Color Copying (8-1/2 x 11")	48,938	0.25	\$12,234.50	0.25	\$12,234.50	0.30	\$14,681.40
(b)	Color Copying (8-1/2 x 14")	95	0.25	\$23.75	0.50	\$47.50	0.50	\$47.50
(c)	Color Copying (11 x 17")	59	0.50	\$29.50	0.60	\$35.40	0.60	\$35.40
II. OVERSIZE XEROGRAPHIC DOCUMENTS AND OVERSIZE FULL COLOR DOCUMENTS:								
(a)	Over-sized Black Documents... Per Sq. Ft.	92	1.25	\$115.00	0.60	\$55.20	0.55	\$50.60
(b)	Over-sized Full Color Documents... Per Sq. Ft.	78	2.25	\$175.50	6.00	\$468.00	7.00	\$546.00
III. SCANNING DOCUMENTS								
(a)	Auto Feed Scanning (documents up to 8.5 x 11")	19,290	0.07	\$1,350.30	0.07	\$1,350.30	0.10	\$1,929.00
(b)	Hand Placement Scanning (documents up to 8.5 x 11")	38	0.20	\$7.41	0.12	\$4.56	0.15	\$5.70
(c)	Auto Feed Scanning (documents over 8.5 x 11 up to 11 x 17")	1,509	0.07	\$105.63	0.09	\$135.81	0.12	\$181.08
(d)	Hand Placement Scanning (documents over 8.5 x 11 up to 11 x 17")	15	0.25	\$3.75	0.15	\$2.25	0.20	\$3.00
(e)	Scanning Oversize black & white documents (documents over 11 x 17")	27	1.25	\$33.75	0.30	\$8.10	0.30	\$8.10
(f)	Scanning Oversize color documents (documents over 11 x 17")	8	2.25	\$18.00	1.00	\$8.00	2.00	\$16.00
IV. CD-ROM DUPLICATION								
(a)	CD-ROM Duplication... per disc	10	10.00	\$100.00	12.00	\$120.00	8.00	\$80.00

ITEM NO.	DESCRIPTION	BASIS OF AWARD	RICOH Boston, MASS	USA	GNOMON COPY Cambridge, MASS	Prior K (09 thru 2014) Gnomon COPY Cambridge, MASS
V. BINDERS:						
(a)	1" Capacity..... Per Binder.....	5	6.00	\$30.00	5.00	\$25.00
(b)	2" Capacity..... Per Binder.....	24	7.00	\$168.00	6.80	\$163.20
(c)	3" Capacity..... Per Binder.....	284	8.50	\$2,244.00	8.80	\$2,323.20
VI. ADDITIONAL OPERATIONS:						
(a)	Clear Acetate Cover Sheets..... Per Sheet.....	1,395	1.00	\$1,395.00	0.50	\$697.50
(b)	Colored Vinyl Cover Sheets..... Per Sheet.....	1,395	1.00	\$1,395.00	1.00	\$1,395.00
(c)	Tape Binding..... Per copy.....	18	2.00	\$36.00	2.50	\$45.00
(d)	GBC Binding..... Per Copy.....	1,311	1.00	\$1,311.00	2.75	\$3,605.25
(e)	Velo Binding..... Per Copy.....	87	1.00	\$87.00	2.75	\$239.25
(f)	Spring Binder Clips..... Per Clip.....	656	1.00	\$656.00	0.60	\$393.60
(g)	Folding (one or two folds)..... Per 100 documents.....	26	5.00	\$130.00	2.00	\$52.00
(h)	Hand Folding Oversize Documents..... Per Document.....	10	5.00	\$50.00	0.50	\$5.00
(i)	Drilling and/or Punching..... Per 100 Leaves.....	1,065	0.20	\$213.00	2.00	\$2,130.00
(j)	Slip Sheeting..... Per Sheet.....	3,855	0.02	\$77.10	0.05	\$192.75
(k)	Inserting into Manila Folders..... Per Folder.....	831	0.50	\$415.50	0.50	\$415.50
(l)	Inserting into Redwell Folders..... Per Folder.....	179	1.50	\$268.50	5.50	\$984.50
(m)	Inserting into Plastic Sleeves..... Per Sleeve.....	10	2.00	\$20.00	1.50	\$15.00
(n)	Bates Numbering..... Per Number.....	16,670	0.06	\$1,000.20	0.35	\$5,834.50
(o)	Die-cut Tab Dividers (including typesetting tab portion only, duplicating/copying one side only, and inserting.....	12,560	0.50	\$6,280.00	0.50	\$6,280.00
(p)	Laminating 1 Side Only..... Per Sq. Ft.....	24	2.00	\$48.00	3.95	\$94.80
(q)	Laminating Both Sides..... Per Sq. Ft.....	287	4.00	\$1,148.00	5.95	\$1,707.85
(r)	Mounting Oversize Documents on foam backing (includes cost of foam backg	109	2.00	\$218.00	4.50	\$490.50
(s)	Bates Numbering..... Per Number.....	24,053	0.01	\$240.53	0.07	\$1,683.71
TOTAL				\$51,904.00		\$67,957.94
DISCOUNT				0.00		0.00
NET TOTAL				\$51,904.00		\$67,957.94
						\$53,167.03

U.S. GOVERNMENT PRINTING OFFICE  
Boston, MA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Litigation Support Services*

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

Office of the U.S. Attorney  
Boston, MA

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning May 1, 2014 and ending April 30, 2015, plus up to four (4) optional 12-month extension periods 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 2:00 p.m., prevailing Boston, MA, time, on April 23, 2014.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Boston Regional Printing Procurement Office, Room E-270, 15 New Sudbury Street, Boston, MA 02203-0002. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the Boston RPPO, FAX No. (617) 565-1385 or 1386. 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. **NOTE: TELEPHONE BIDS WILL NOT BE ACCEPTED. BIDS RECEIVED AFTER 2:00 P.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 15-mile radius of Boston, MA.

Any bidder intending to use production facilities outside this area must furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**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.*

For information of a technical nature Anne Marie Rich on (617) 565-1370 (no collect calls), or email arich@gpo.gov.

## SECTION I. - GENERAL TERMS AND CONDITIONS

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

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

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

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

**SUBCONTRACTING:** Contract Clause 6, “Subcontracts,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), is modified to permit the subcontracting of the production of oversize documents, mounting oversize documents on foam backing, and laminating.

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

Product Quality Levels:

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

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

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

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

Attribute

Specified Standard

P-7. Type Quality and Uniformity

Camera copy/Reprint copy/Photo prints

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

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending December 31, 2013, 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.

**SECURITY REQUIREMENTS:** During the performance of this contract, legal documents (including documentary and testimonial evidence) will be reproduced. Due to the sensitive nature of the documents furnished, all materials must be kept confidential. This material is not for public consumption and should be handled with extreme care. If Grand Jury material is furnished, the contractor will be required to have every employee with access to these documents sign an acknowledgment and return it to the U.S. Department of Justice, United States Attorney's Office, John Joseph Moakley Courthouse, One Courthouse Way, Suite 9200, Boston, MA 02210. This acknowledgment is required by the United States District Court (see Attachments 2 and 3).

**WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

**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 March 31, 2015, 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.

**PAYMENT:** At the time of delivery, the contractor must submit an itemized receipt to an authorized representative of the ordering agency for verification. This receipt must indicate all copier counts, material furnished by the contractor, and operations performed by the contractor.

Contractor must submit this signed, verified receipt with his billing invoice to: U.S. Government Printing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for more information.)

A copy of this signed, verified receipt must be forwarded to: GPO Boston RPPO, 28 Court Square, Boston, MA 02108.

**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 fast turnaround of black and color duplicating/copying (in exact order received) of litigation documents; reproducing oversized black and full color documents; and, duplicating CDs; requiring such operations as copy preparation, duplicating/copying in black and full color, Bates numbering, scanning, binding, construction, CD duplication, packing, and distribution.

**TITLE:** Litigation Support Services.

**NOTICE TO CONTRACTORS:** The documents reproduced on this contract will be of a sensitive nature and will require special safeguards. Release of the material to anyone not authorized by the U.S. Attorney's Office, Boston, MA, is prohibited. All copies must be accounted for and waste sheets destroyed beyond recognition or reconstruction.

**FREQUENCY OF ORDERS:** Approximately 50 to 150 orders per year.

**QUANTITY:** Up to approximately 150 copies per order. (NOTE: Majority of orders placed will be for less than 5 copies.)

**NUMBER OF PAGES:** Approximately 1 to 20,000 pages per order. (NOTE: An occasional order may be placed for up to 40,000 pages.)

NOTE: It is anticipated that approximately 95% of the leaves will print face only and 5% face and back.

### TRIM SIZES:

Xerographic Copies (Black and Full Color): 8-1/2 x 11"; 8-1/2 x 14"; 11 x 17".

Oversize Black and Full Color Documents: Up to any length x 36".

**GOVERNMENT TO FURNISH:** Camera copy and reprint copy (litigation documents) and occasionally glossy photo prints will be furnished.

Preprinted die-cut tab dividers may be furnished to be inserted and bound with products.

Occasionally, preprinted documents may be furnished for Bates numbering, laminating, or foam back mounting.

CD-ROMs to be duplicated.

One reproduction proof, Form 905 (R.6/03) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, or commercial identification marks of any kind must not print on finished product.

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

When ordered, contractor will be required to set type on the tab portion of tab dividers. Contractor to match furnished copy.

**COPY PREPARATION:** Contractors are cautioned that this is a labor-intensive contract as copy will be furnished in a variety of binding styles.

Litigation copying documents will consist of a variety of binding styles including stapled sets, paper/binder clipped sets, binders, manila folders, redwell folders, plastic sleeves, affixed notes, etc. There may be items that do not require duplication, but these items do have to be maintained with the applicable documents, or as otherwise indicated on the print order.

Contractors will be required to separate each page for duplication/copying.

After reproduction, furnished originals and reproductions must be reassembled and bound in the same sequence and manner as they were originally received, unless otherwise specified.

All material furnished to the contractor must be kept in pristine condition. These materials must be returned exactly as they were furnished to the contractor in regard to condition, order, fastening, affixed notes, folders, etc.

Work placed on this contract will be categorized by the following grades:

**Grade A (Autofeed)** – Defined as 50 or more pages between roadblocks, single-sided.

Grade A documents are in excellent condition and are usually copies organized in large rubber-banded or clipped sections. This grade has large sections of loose documents that are separated into sections of 50 or more pages by slip sheets. This grade is all 8-1/2 x 11", single-sided, with no clips or staples. Documents that qualify as light litigation where three or more copies are requested would fall into this category.

**Grade B (Light Litigation)** – Defined as 25 to 49 pages between roadblocks, one or two sides.

Grade B documents are in excellent condition and are usually copies that are organized in large rubber-banded, clipped or stapled sections. This grade is very similar to Autofeed but with slightly more frequent roadblocks. Grade B documents are Autofeed documents that are all the same size, one or two sides as furnished. This grade has low staple frequency, no hand-placed pieces, no stream feeding, and no special handling. Documents that qualify as medium litigation where three or more copies are requested would fall into this category.

**Grade C (Medium Litigation)** – Defined as 6 to 24 pages between roadblocks.

Grade C documents primarily consist of clipped and stapled sections of letter and legal-sized paper. This grade would include copying of file folder labels and/or index tabs. This type of work tends to entail more handling and organization, and may entail a small amount of tags or "Post-It" style stick notes that may need to be removed and replaced while copying. This grade has medium to low staple frequency, no hand placing, no stream feeding, no special handling, and is primarily auto-feed. Medium litigation will consist primarily of copies but can include original documents in good condition. Documents that qualify as heavy litigation where three or more copies of are requested would fall into this category.

**Grade D (Heavy Litigation)** – Defined as 1 to 5 pages between roadblocks.

Grade D documents consist of heavily stapled and clipped sections. Documents may consist of a mix of original documents and copies, odd size pages, and a minimal amount of pages that require hand placement. Files that contain a mix of legal and letter-sized paper, as well as a moderate amount of tags and "Post-It" style sticky notes that need to be removed and replaced during copying. This grade includes pre-punched originals that need to be stream fed or specially handled (including un-burst computer forms). Grade D copying requires a high level of handling and organization. Orders that include "copy-tagged documents only," (commonly referred to as "pick and choose") will often fall into this category.



**Grade E (Light Glasswork)** – Defined as documents that require some hand placement.

Grade E (Light glasswork) may include labor intensive work with a small amount of pages that would be feedable. This grade has a high staple frequency, some hand placing, mostly stream-feed (e.g., double-sided GBC punched originals).

**Grade F (Heavy Glasswork)** – Defined as documents that require hand placement.

Grade F are original documents that require hand placement. These documents will often be very old originals, checks, receipts, phone bills etc. This grade is the most labor intensive, usually requiring special handling and attention to detail for each page or section of pages. Contrast and edge to edge issues are common. This grade may contain staple groups within staple groups. Grade F has little or no stream and/or auto-feed (e.g., checks 3-up, water damaged or fragile originals, receipts, copy envelopes and contents) and involves special handling.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 12” dated February 1, 2008.

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

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

The paper to be used will be indicated on each print order.

*Litigation Documents:*

*Black Only (Text):*

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60; or at contractor’s option, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code D10; or at contractor’s option, White Plain Copier, Xerographic, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code O-65.

Colored Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code D10.

*Color Copies (Text):* White High Quality Xerographic Copier, Laser Printer, basis weight: 24 lbs. per 500 sheets, 17 x 22”, equal to JCP Code O-61.

*Covers:*

White and Colored Vellum-finish Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L20.

Clear Acetate Cover Sheets, 5 mil.

Colored Vinyl Cover Sheets, 15 mil.

*Die-Cut Tab Dividers:* White and Colored Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

*Oversize Black Xerographic Documents:* White Plain Copier, Xerographic, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code O-65.

*Oversize Full Color Documents:* White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A180.

**DUPLICATING/COPYING:** Contractor must produce exact duplicates of the copy furnished, exactly the way it was furnished to them, unless otherwise indicated on the print order.

All reproduced copy must be legible. At a minimum, duplicated pages must maintain the quality of the furnished original. Copies will not be acceptable if they contain background tone, strip-lines, or are not equal to the furnished copy.

*Litigation Documents:* Reproduce text one side only or head-to-head in black; or, reproduce text one side only in color. When ordered, Cover 1 reproduces in black; Covers 2, 3, and 4 are blank.

*Die-Cut Tab Dividers:* Reproduce tab dividers face only in black (tab portion only). Follow instructions on individual print orders for position.

*Oversize Black Xerographic Documents:* Reproduce face only. Oversize xerographic documents may be ordered to be reproduced same-size, enlarged, or reduced, as specified on individual print orders. NOTE: Xerographic copies must not contain background tone and must be equal to or better than a duplicating process such as direct image duplicating.

*Oversize Full Color Ink Jet or Electrostatic Documents:* Reproduce face only in full color. Minimum resolution must be 300 dpi. Contractor will be required to scan original color copy furnished by the Government.

**MARGINS:** Margins will be as specified on the furnished copy or print order.

**BATES NUMBERING:** When ordered, Bates numbering will be required for both hard copy and electronic reproductions in black ink in consecutive sequence.

Orders will require numbering documents prior to duplicating/copying using a Bates numbering machine, numbering stickers, or through electronic means. No duplicated or missing numbers allowed.

**SCANNING:** Scan documents furnished by the Government. It is anticipated that letter size, legal size, and oversize documents will require scanning. Minimum 300 dpi will be required. The contractor will be required to save as an Adobe Acrobat (version X Pro) PDF file or TIFF file onto a CD. Additionally, contractor must print title on disc and insert into a jewel case (see "PACKING" for requirements).

When saving to a CD, the title on the CD prints on top of disc in black ink. (No disc labels.) All printing on the disc shall comply with the requirements set forth in the International Standards IEC 908 and amendment ISO 10149 and ISO 9660 for CD-ROM. Inks used for the disc title must not damage the lacquer layer.

**BINDING:** Bind as indicated on the print order. Various binding styles will be ordered as follows:

Gather in sequence as furnished. On rare occasions, two-piece separate paper covers will be required.

It is anticipated that copies reproduced in color will be inserted throughout and bound with other documents.

Side-wire stitch with one (upper left corner) or two stitches.

Covering with Acetate or Vinyl Sheets: Occasionally, the contractor will be required to place a sheet of clear acetate (5 mil) or colored vinyl (15 mil) on top of document. The contractor will be required to bind these cover sheets with document.

Tape Binding: Gather text and covers and glue spine. After gluing the spine, the contractor must wrap and glue black binding tape around the entire spine dimension. Tape must extend from spine approximately 1/2" onto front and back covers.

GBC Binding: Punch rectangular holes (3/16 x 5/16" in size), 9/16" center to center, on the bind edge. Bind text and cover with white or colored plastic GBC style combs of suitable capacity.

Velo-Binding: Punch and bind text and cover with white or colored Velo-style plastic strips.

Bind with spring binder clips.

Folding: Occasionally, documents will require one fold or two continuous folds.

Hand Folding: Hand fold oversized documents as indicated on the individual print order.

Roll oversized documents and band with rubber bands.

Drilling: Drill three round holes, 1/4" or 5/16" in diameter, as specified.

Slip Sheeting: Place a sheet of Colored Writing (20-lb.) between documents to separate.

Insert into manila folder, redwell folder, or plastic sleeve, as specified.

Insert furnished preprinted tab dividers as specified.

Insert text and/or tab dividers into binders. Insert covers into clear vinyl pockets. Binders will range from 1" to 3" in capacity, as specified on the print order. (See "CONSTRUCTION.") NOTE: Contractor must ensure binder rings are in a closed, locked position.

Sheet Lamination: A single thickness of 5 mil clear plastic, or equal, material shall be securely bonded to one side or to both sides of the sheet as ordered (sheet size up to 24 x 36"). After laminating, trim laminate four sides. Products laminating on both sides must have a 1/16" border on all sides. The finished laminated sheets shall be such that there shall be no appreciable change in color of paper and image. The contractor must guarantee that the coating will be waterproof, not curl or break when bent at a 90 degree angle, and will not separate from the sheet under normal use.

Mounting Oversize Documents on Foam Board Backing: A single thickness of 3/16" foam board shall be securely adhered to the back of the sheet as ordered (sheet size up to 24 x 36). After mounting, trim flush all four sides.

**CONSTRUCTION (Binders):** White vinyl covering and clear vinyl pockets shall be electronically/dielectrically heat sealed over No. 1 quality binders boards, 0.10" thick, +/-0.025" forming securely sealed edges all around the binder and on each side of the backbone, as hinges. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension. Clear vinyl pocket at top edge on front cover and backbone shall not be sealed to allow for inserts. Clear vinyl covering over backbone to be die-cut at top with a 1/2" deep, half-moon shaped thumb notch, the full width of backbone.

Binder size will be approximately 11-1/2" (bind) x 10-5/8". Heavy duty wide flat base element with three round shaped rings. Rings will be spaced 4-1/4" center to center. Element must be equipped with opening and closing levers at each end. Metal element must be machine finished, no rough edges. Opening/closing levers must not extend beyond the edge of the binder and must have a firm action, no free play.

All exposed metal parts shall be nickel plated and corrosion resistant. The metal looseleaf element is to be securely riveted with not less than two metal rivets to the backbone of the 1" and 2" binders and to the back cover of the 3" binders. The rivet heads, if exposed, must be white.

**CD DUPLICATION:** When ordered, the contractor must duplicate the furnished CD in the number of copies specified on the print order. Additionally, contractor must print title on disc and insert into a jewel case (see "PACKING" for requirements).

The title on the CD prints on top of disc in black ink. (No disc labels.) All printing on the disc shall comply with the requirements set forth in the International Standards IEC 908 and amendment ISO 10149 and ISO 9660 for CD-ROM. Inks used for the disc title must not damage the lacquer layer.

*Disc Manufacturing:* CD-ROM discs produced under this contract shall be in compliance with standards set by the International Standards Origination (ISO). Discs are 4.72" in diameter, single sided, with a highly reflective metal layer sealed with a protective lacquer. The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disc.

**PACKING:**

When ordered, insert each CD into a standard clear jewel case (one disc per case). The discs inserted into jewel cases must fit securely in the disc tray to prevent damage in transit.

Pack CDs (inserted in jewel cases) appropriately so as not to damage discs/jewel cases during delivery.

Pack reproduced copies in appropriately-sized shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product(s) will not be damaged during delivery.

NOTE: RE-PACK ORIGINALS IN ORIGINAL SHIPPING CONTAINERS. Do not replace containers without permission from the ordering agency.

**LABELING AND MARKING (Package and/or Container label):** Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

On occasion, contractor may be required to label containers to include case title, case number, and any other identifying feature as instructed by the ordering agency.

NOTE: Contractor MUST maintain markings on original containers, as furnished. Contractor must not label/mark original containers in any way.

**DISTRIBUTION:** Deliver f.o.b. destination to: U.S. Department of Justice, United States Attorney's Office, John Joseph Moakley Courthouse, One Courthouse Way, Suite 9200, Boston, MA 02210, or to an address in the Boston, MA metropolitan area, as indicated. *Inside deliveries will be required.*

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1154-S, Purchase Order XXXXX, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery, and title of product, if applicable. Contractor must be able to provide copies of all delivery receipts upon agency request.

The contractor must return all materials furnished by the Government. These materials must be packaged and returned separately from the entire job. These materials must be returned exactly as they were received by the contractor in regard to condition, order, fastening, affixed notes, folders, etc. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

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

All expenses incidental to picking up and returning materials must be borne by the contractor.

**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).

**NOTE:** *Contractor's plant must be available to pick up, produce, and deliver work 24 hours a day, seven (7) days a week with the exception of New Year's Day, July 4<sup>th</sup>, Thanksgiving Day, and Christmas Day.*

Print order will be provided by the ordering agency.

Furnished material must be picked up from and delivered to the U.S. Department of Justice, United States Attorney's Office, John Joseph Moakley Courthouse, One Courthouse Way, Suite 9200, Boston, MA 02210, or an address in the Boston, MA metropolitan area, as indicated.

No definite schedule for pickup of material can be predetermined at this time.

The following schedule begins *at the time of notification* of the availability of each individual print order and furnished material.

Schedule requirements are as follows:

- Approximately 10% of the orders must be completed and delivered at destination within 8 hours of notification of availability of each individual print order and furnished material. (NOTE: Copy will be available by 10:00 a.m.)
- Approximately 40% of the orders must be completed and delivered at destination within 24 hours of notification of availability of each individual print order and furnished material.
- Approximately 50% of the orders must be completed and delivered at destination within 48 hours of notification of availability of each individual print order and furnished material.

NOTE: An occasional order may require a schedule longer than 48 hours.

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

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 one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

	(1)	(2)
I. 1. (a)	372,000	78
(b)	4,368	72
(c)	47,708	90
(d)	20,445	65
(e)	4,958	38
(f)	222	15
2. (a)	48,938	
(b)	95	
(c)	59	
II. (a)	92	
(b)	78	
III. (a)	19,290	
(b)	38	
(c)	1,509	
(d)	15	
(e)	27	
(f)	8	
IV. (a)	10	
V. (a)	5	
(b)	24	
(c)	264	
VI. (a)	1,395	
(b)	1,395	
(c)	18	
(d)	1,311	
(e)	87	
(f)	656	
(g)	26	
(h)	10	



VI. (i)	1,065
(j)	3,855
(k)	831
(l)	179
(m)	10
(n)	16,670
(o)	12,560
(p)	24
(q)	287
(r)	109
(s)	24,053

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#### SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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 non-responsive.

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

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

Fractional parts of 100 will be prorated at the per-100 rate.

**I. DUPLICATING/COPYING:** The prices offered must include all costs related to the duplicating/copying (including all paper), packing, labeling and marking, and complete distribution of all products ordered in accordance with these specifications.

Each different classification of litigation reproduction will be identified by a "Grade", as specified in "SECTION 2. - SPECIFICATIONS."

The prices offered for items I.1.(a) through (f) must include the cost of reproducing furnished litigation documents exactly as received by the contractor in regard to order, fastening, affixed notes, folders, etc.

In addition, the prices offered for items I.1.(a) through (f) must include the cost of returning furnished materials exactly as they were received by the contractor in regard to condition, order, fastening, affixed notes, folders, etc.

The charge for binding with one stitch in the upper left, or binding with two wire stitches in left binding margin, or rubber banding (when ordered) must be included in the overall costs.

The prices offered for items I.2.(a), (b), and (c) must include the cost of color copying from furnished copy, collating, and binding color copies with the product.

NOTE: Certain materials, handling, and binding operations are considered "optional" and additional charges will be allowed for them under Item VI. "ADDITIONAL OPERATIONS."

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(Initials)

**1. Duplicating/Copying in Black Only**

	<u>8-1/2 x 11"</u> <u>and 8-1/2 x 14"</u> (1)	<u>11 x 17"</u> (2)
(a) Grade A ..... per printed page .....	\$ _____	\$ _____
(b) Grade B ..... per printed page .....	\$ _____	\$ _____
(c) Grade C ..... per printed page .....	\$ _____	\$ _____
(d) Grade D ..... per printed page .....	\$ _____	\$ _____
(e) Grade E ..... per printed page .....	\$ _____	\$ _____
(f) Grade F ..... per printed page .....	\$ _____	\$ _____

**2. Duplicating/Copying in Color:**

- (a) 8-1/2 x 11" ..... per printed page ..... \$ \_\_\_\_\_
- (b) 8-1/2 x 14" ..... per printed page ..... \$ \_\_\_\_\_
- (c) 11 x 17" ..... per printed page ..... \$ \_\_\_\_\_

**II. OVERSIZED XEROGRAPHIC DOCUMENTS AND OVERSIZED FULL COLOR INK JET OR ELECTROSTATIC DOCUMENTS:** The prices offered shall be all-inclusive for producing oversized xerographic and oversize full color ink jet or electrostatic documents, in accordance with these specifications and shall include the cost of all materials and services necessary for complete production (including paper, gathering into sets, rolling, securing with rubber bands, packing, and delivery).

Prices offered will be on a "per-square foot" basis. Square feet will be computed as the product of the length times the width in inches divided by 144 and rounded off to the nearest tenth.

- (a) Oversized documents in black only ..... per sq. ft. .... \$ \_\_\_\_\_
- (b) Oversized documents in full color ..... per sq. ft. .... \$ \_\_\_\_\_

**III. SCANNING DOCUMENTS:** The prices offered shall be all-inclusive for scanning documents, creating PDF or TIFF files, as ordered, and saving to a CD (including cost of disc and jewel case, printing on disc, and inserting into jewel case).

- (a) Auto feed scanning (documents up to and including 8-1/2 x 11") ..... per scan ..... \$ \_\_\_\_\_
- (b) Hand placement scanning (documents up to and including 8-1/2 x 11") ..... per scan ..... \$ \_\_\_\_\_
- (c) Auto feed scanning (documents over 8-1/2 x 11" up to and including 11 x 17") ..... per scan ..... \$ \_\_\_\_\_

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

- (d) Hand placement scanning (documents over 8-1/2 x 11" up to and including 11 x 17") .....per scan ..... \$ \_\_\_\_\_
- (e) Scanning oversize black and white documents (documents over 11 x 17")....per sq. ft. .... \$ \_\_\_\_\_
- (f) Scanning oversize color documents (documents over 11 x 17").....per sq. ft. .... \$ \_\_\_\_\_

**IV. CD-ROM DUPLICATION:** Prices offered must include the cost of disc and jewel case, printing on disc, and inserting into jewel case.

- (a) CD-ROM Duplication..... per disc ..... \$ \_\_\_\_\_

**V. BINDERS:** The prices offered must be all-inclusive for furnishing binders in accordance with these specifications, and shall include the cost of inserting cover inserts and/or text only.

- (a) Binder (1")..... per binder ..... \$ \_\_\_\_\_
- (b) Binder (2")..... per binder ..... \$ \_\_\_\_\_
- (c) Binder (3")..... per binder ..... \$ \_\_\_\_\_

**VI. ADDITIONAL OPERATIONS:**

- (a) Clear Acetate Cover Sheets ..... per sheet ..... \$ \_\_\_\_\_
- (b) Colored Vinyl Cover Sheets ..... per sheet ..... \$ \_\_\_\_\_
- (c) Tape Binding ..... per copy ..... \$ \_\_\_\_\_
- (d) GBC Binding (including cost of punching and combs)..... per copy ..... \$ \_\_\_\_\_
- (e) Velo-Binding (including cost of punching and plastic strips) ..... per copy ..... \$ \_\_\_\_\_
- (f) Binding with spring binder clips..... per clip ..... \$ \_\_\_\_\_
- (g) Folding (one or two folds) ..... per 100 documents ..... \$ \_\_\_\_\_
- (h) Hand folding oversized documents..... per document ..... \$ \_\_\_\_\_
- (i) Drilling..... per 100 leaves ..... \$ \_\_\_\_\_

NOTE: When drilling products with separate covers and/or tab dividers, each thickness of cover and/or divider stock will be counted as three leaves.

- (j) Slip sheeting..... per sheet ..... \$ \_\_\_\_\_
- (k) Inserting into Manila folders..... per folder ..... \$ \_\_\_\_\_

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

- (l) Inserting into Redwell folders..... per folder ..... \$ \_\_\_\_\_
- (m) Inserting into Plastic sleeves..... per sleeve. .... \$ \_\_\_\_\_
- (n) Inserting furnished pre-printed die-cut tab dividers..... per divider ..... \$ \_\_\_\_\_
- (o) Die-cut tab dividers (including the cost of typesetting tab portion only, duplicating/copying one-side only, and inserting)..... per divider ..... \$ \_\_\_\_\_
- (p) Laminating one side only..... per sq. ft. .... \$ \_\_\_\_\_
- (q) Laminating both sides..... per sq. ft. .... \$ \_\_\_\_\_
- (r) Mounting oversize documents on foam backing (including cost of foam backing)..... per sq. ft. .... \$ \_\_\_\_\_
- (s) Bates numbering ..... per number ..... \$ \_\_\_\_\_

My production facilities are located within the assumed area of production .....            yes            no

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

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

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



\*\*\*\*\*

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
(Refer to Article 12, "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

\*\*\*\*\*

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

Bidder \_\_\_\_\_

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

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

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

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

**ATTACHMENT 1**  
**Sample of Bid Envelope**

**Bids must be sent to the address indicated below.**

**In order to ensure proper processing of all bids, the following  
information is required on all bid envelopes.**

Jacket or Program No. _____ From _____ Address _____ _____	<b>POSTAGE STAMP REQUIRED HERE</b>
(please check appropriate box)	
<input type="checkbox"/> BID <input type="checkbox"/> NO BID <input type="checkbox"/> CONFIRMATION OF BID/NO BID	
<b>U.S. Government Printing Office Boston Regional Printing Procurement Office 15 New Sudbury Street, Room E-270 Boston, MA 02203-0002</b>	
Bids will be received until _____ at <b>2:00 P.M.</b> Prevailing Boston, MA, Time	

ATTACHMENT 2

U.S. Department of Justice

D  
J

**SAMPLE  
ACKNOWLEDGMENT**

*United States Attorney*

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March 28, 1997

FIELD(1):

RE: Federal Rule of Criminal Procedure 6(e)(3)  
In re: FIELD(2)

Dear FIELD(3):

Pursuant to Rule 6(e)(3) of the Federal Rules of Criminal Procedure, this office has notified the United States District Court for the District of New Hampshire that you have been and will be given access to materials, including documentary and testimonial evidence, obtained by the federal grand jury in New Hampshire related to the investigation of FIELD(2). (Copy of Notice Attached).

In accordance with Rule 6(e)(3), you are being given access to those materials for the sole purpose of assisting the government attorneys involved in the grand jury investigation in the performance of their duties to enforce federal criminal law.

The grand jury investigation is criminal in nature, and grand jury proceedings are secret. The unauthorized disclosure of grand jury matters is punishable by contempt proceedings. Grand jury matters include the identities of witnesses, their testimony, and the nature and content of documents and physical evidence obtained through the grand jury investigation.

No grand jury material may be disclosed or used for any civil or administrative purpose or for any purpose other than the grand jury investigation, except by order of the Court.

You are further informed that no subpoenas may be issued or served which have not been approved by a government attorney participating in this investigation. All grand jury materials and all transcripts of testimony will be maintained in the office space provided by the United States Attorney and will be under his control and are made available to you for the sole purpose of assisting the assigned government attorneys.

Sincerely,

United States Attorney

By:

FIELD(4)  
Assistant U.S. Attorney

ATTACHMENT 3

U.S. Department of Justice



*United States Attorney*

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**SAMPLE**

Every employee with access to these documents must read the statement below and sign and date:

I hereby acknowledge that I have read the attached letter regarding Federal Rule of Criminal Procedure 6 (e) (3) and that I understand and accept my obligations and responsibilities as set forth in said letter.

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: If additional signature lines are needed, please continue on a blank piece of paper.