

**TITLE: "SANDIA LAB NEWS" PROGRAM 2833-SP  
 TERM: OCT 1, 2016 TO SEPT 30, 2017 W/OPTIONS**

Item No.	DESCRIPTION	Basis of Award	Starline Printing		
			State 300	Code 83186	
			UNIT RATE	COST	
<b>I.</b>	<b>Complete Product:</b> (Except Item II)				
(1)	Makeready and Setup Charges, per page	312 x	150.00	46,800.00	
(2)	Running, per 1,000 copies	3,744 x	3.83	14,339.52	
<b>II.</b>	<b>ADDITIONAL OPERATIONS:</b>				
(1)	Setup, per order	26 x	100.00	2,600.00	
(2)	Running, per 1,000 addresses	150 x	10.00	1,500.00	
<b>CONTRACTOR TOTALS</b>					<b>\$65,239.52</b>
<b>DISCOUNT if any</b>				<b>NET</b>	
<b>DISCOUNTED TOTALS</b>					<b>\$65,239.52</b>

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

**Program 2833-SP (7/16)**  
Specifications by JC  
Reviewed by BS

Page 1 of 16

U.S. GOVERNMENT PRINTING OFFICE  
Denver, Colorado

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

Sandia Lab News

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

U.S. Department of Energy  
Sandia National Laboratories  
Albuquerque, New Mexico

Single Award

**NOTICE TO OFFERORS:** The term of this contract is for one year **and up to four option years** beginning August 1, 2011. Special attention should be directed to the following clauses in Section 1 of this contract: "ECONOMIC PRICE ADJUSTMENT", and "NOTIFICATION".

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

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

**REQUEST FOR QUOTATION:** Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on July 22, 2011.**

Facsimile Telephone Numbers: (303) 236-5332 or (303) 236-5304  
Mail To: U.S. Government Printing Office  
Denver Regional Printing and Procurement Office  
Suite 208  
12345 W Alameda Parkway  
Lakewood CO 80228

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract **MUST** be located within 20 miles of Albuquerque, New Mexico.

For information of a technical nature call (303) 236-5292 (no collect calls).

## SECTION I. - GENERAL TERMS AND CONDITIONS

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

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

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

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

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

Product Quality Levels:

- (a) Printing Attributes - Level III.
- (b) Finishing Attributes - Level III.

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

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

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

	<u>Attribute</u>	<u>Specified Standard</u>
P-7.	Type Quality and Uniformity	OK'd Press Sheets
P-8.	Halftone Match (Single/Double Impression)	OK'd Press Sheets
P-10	Process Color Match	OK'd Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Camera copy, Government furnished negatives, average type dimension in publication. \*
- P-8. Camera copy, Government furnished negatives. \*
- P-10. Progressive proofs, Government furnished sample. \*

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

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will the prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period (only) shall extend from August 1, 2011 to July 31, 2012. Each additional period shall extend from August 1<sup>st</sup> of the subject year to July 31<sup>st</sup> of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted "**Consumer Price Index For All Urban Consumers - Commodities less Food**" (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from August 1, 2011 through July 31, 2016. 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. When mailed, a print order shall be "issued" for purposes of the contract at the time the Government deposits the order in the mail.

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

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

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

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

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

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

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

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

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site at "<http://www.gpo.gov/pdfs/vendors/sfas/sf3881.pdf>" as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

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

PAYMENT: The Government Printing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification by the ordering agency, a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the Denver RPO, by the ordering agency, immediately via fax (303) 236-5304 to: ATTN: Procurement Technician.

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

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

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

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

## SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of a tabloid newspaper requiring such operations as electronic pre-press, printing, binding, addressing, mailing, and distribution.

TITLE: Sandia Lab News.

FREQUENCY OF ORDERS: Biweekly (every two weeks) for approximately 25 issues per year. It's anticipated there will be four weeks between the last issue of the year and the first issue of the new year.

QUANTITY: Approximately 16,500 copies per issue.

NUMBER OF PAGES: Approximately 8 to 20 pages per order. Most orders will be for 12 pages with occasional orders for 8 or 16 pages per issue.

TRIM SIZE: 10-3/4" x 15-1/2" (or up to 11-1/2" x 16") tabloid style. All issues published during the term of the contract must be of a consistent size.

GOVERNMENT TO FURNISH: Print Orders. One or more PDF's per issue with all graphics color and black and white embedded in the file, electronic file with all mailing addresses contained therein, and print orders. Electronic files (as described above) will be uploaded to the contractor's FTP site.

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

INSPECTION OF ELECTRONIC FILES: The contractor is to perform a basic check (preflight) of the furnished files. The check should look for damaged disks, missing or damaged files, missing fonts, missing bleeds, improper trim size, improper color definition, and so on. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, and 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, and defining proper file output selection for the imaging device being used. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

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

**CONTRACTOR 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. Contractor's responsibilities include:

**REPRODUCIBLES:** Government furnished media must output with a minimum resolution of 2400 dpi for text and all flattone, halftone (gray scale) illustrations and CMYK graphics 150 line screen or finer.

The contractor must make all reproducibles required. The contractor is responsible for determining what type of reproducibles will be used while maintaining the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used. Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, press being used, and other factors unique to the contractor's production environment.

Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film; however, the Government will not pay for any film costs, even if these costs are the result of author's alterations. For example, if changes were made at the proof stage, the Government will pay for the digital corrections and new proofs (if required), but not for films. Such proof charges must be charged at the rate for digital proofs, not "from film" proofs.

**PRESS SHEET INSPECTION:** Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, the contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

A representative(s) of the Government will inspect press sheets at the contractor's plant when the job is going to press. These representatives will make their inspections on Wednesday as noted later and suitable space shall be provided at the plant for this purpose. Also see GPO Publication 315.3 "Guidelines for Contractors Holding Press Sheet Inspections".

The contractor shall notify Michael Lanigan at (505) 844-2297 of the exact time the press sheets will be available. In order that proper arrangements can be made, notification must be given at least one (1) hour in advance of the time scheduled for inspection of the press sheets.

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

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The contracting officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All stock used in an order must be of a uniform shade.

- Newsprint, basis weight 50 lbs per 500 sheets 24 x 36", equal to JCP Code A10.



PRINTING: All pages print head to head in black ink only except the first and last pages and the 2-page center spread printing in 4-color process. As a designated feature, on approximately 5,400 copies per issue, the last page will print with a mailing address space. These copies must be kept separate from the balance of the order.

MARGINS: Head and bind 3/4" unless otherwise indicated.

BINDING: Flat size 21-1/2" x 31" (or up to 23" x 32"). Fold and inset to a finished trim size of 10-3/4" x 15-1/2" (or up to 11-1/2" x 16"). No stitching required.

Approximately 5,400 copies of each issue will require one additional final fold to 10-3/4" x 7" (or up to 11-1/2" x 8") with mailing panel out (last text page). The contractor is to print or affix a unique mailing address to the last page of each copy mailed singly as self-mailer. The contractor is required to keep labeled self-mailers in Zip-Code sequence. Balance of the copies are to remain at the folded size indicated above. If web printing is used press trim is acceptable.

PACKING: Bulk shipment: Band or tie in units of 100. Pack copies separate in shipping containers (anticipate 4 separate groups in the following approximate quantities: 8,500 copies; 1,500 copies, 580 copies; and 150 copies). Each shipping container must not exceed 45 pounds when fully packed.

MAILING: Each order will be mailed individually according to furnished addresses as provided by the Government for the individually mailed copies.

The mailing will be made at the Presorted Regular Standard A Bulk Mail Rate. All mailing will be using Postal permit.

It is the responsibility of the contractor to sort and prepare materials for the best possible postage rate consistent with the specifications. All copies mailed requires the contractor to process Government supplied mailing list through US Postal Service approved National Change of Address (NCOA) software program, Coding Accuracy Support System (CASS) bringing all address data up-to-date and provide Intelligent Mail Barcode/Postnet Barcodes as appropriate.

After mailing, the balance of each order, along with furnished copy and films made, must be delivered to the address under "**SCHEDULE**".

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

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

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

Contractor will be required to provide a copy of the Postal Service statements as required for those statements mailed. Contractor must also provide a separate form indicating the print order number, the total postage cost, the total quantity mailed, and the date mailed. Contractor must send the form(s) via facsimile transmission to the ordering department within 24 hours of mailing and follow up with hard copy.

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

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart shown below. A random sample 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.

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

These randomly selected copies must be packed separately and identified by a special 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.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. A copy of the Government furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

DISTRIBUTION: Mail f.o.b. contractor's city for mailed copies and ship f.o.b. destination for bulk shipment. It is anticipated that approximately 5,400 copies of the total quantity will mail.

Deliver the balance to the address under "**SCHEDULE**".

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).

Contractor will be notified about a week in advance if Sandia National Labs intends to miss a biweekly publication date. Publication date shall be the Thursday of the week that furnished materials are made available.

The following schedule begins on Wednesday of publication week:

- Contractor will be notified as to the availability of print order and furnished material by 10:00 a.m. on Wednesday.
- The Government will upload files to the contractor's FTP site immediately after notification.
- The Government will review/perform a press sheet inspection as mentioned herein at the contractor's facility between the hours of 1:00 p.m. to 2:00 p.m. on Wednesday, the same day as notification.

- All copies (except copies to be mailed) **must be delivered by 7:00 a.m. on the following morning (Thursday)**. If copies are available for delivery on Wednesday the agency would desire delivery on Wednesday. Bulk newspapers must be delivered to **Sandia National Laboratories, 1515 Eubank Blvd., S.E., Albuquerque, New Mexico. INSIDE DELIVERY REQUIRED**. The contractor is to be escorted by the guard to the **Area I Mail Room**, or at the contractor's option, the contractor may apply for an official visitor badge and make the delivery unescorted.
- Deliver for mailing 5,400 copies to the US Post Office by close of business on Thursday.

NOTE: Should a holiday fall on Wednesday, Thursday, or Friday of publication week, each step of the above schedule will be moved up one day so that complete delivery/mailing is made on Wednesday.

NOTE: the ship/deliver date indicated on the print order is the date products ordered must be **delivered** to the U.S. Postal Service for mailing and, for the balance of the order to be **delivered** to Albuquerque, New Mexico address.

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

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher/invoice for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest offer 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** work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

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

I.	(1)	(2)	(3)	(4)
(a)	292	4,780	100	1,636
II.	(a)	140		

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

NOTE: Contractor must have FTP capability.

Note: **Restricted** production area within 20-miles of Albuquerque, New Mexico.

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**SECTION 4. - SCHEDULE OF PRICES**

Offers submitted are f.o.b. destination for bulk shipments and f.o.b. contractor's city for mailed shipments.

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

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared nonresponsive. Offers submitted with "NB" (No Quote), "NA" (Not Applicable), or blank spaces for an item may be declared nonresponsive. An entry of "NC" (No Charge) shall be entered if the offeror intends to furnish individual items at no charge to the Government.

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

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.

Fractional parts will be prorated.

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

I. COMPLETE PRODUCT: (Except Item II) Prices offer shall be all-inclusive for all operations and materials necessary for the complete production and distribution of the product listed in accordance with these specifications. Contractor is cautioned that any prepress or intermediate steps including but not limited to electronic file prep, proofs, films, and platemaking is inclusive in these prices.

	Printing in single <u>Ink Color</u>		Printing in 4-color <u>Process</u>	
	Makeready and Setup	Per 1,000	Makeready and Setup	Per 1,000
	<u>Charges</u>	<u>Copies</u>	<u>Charges</u>	<u>Copies</u>
	(1)	(2)	(3)	(4)
(a) Per each page size unit.....	\$ _____	\$ _____	\$ _____	\$ _____

II. ADDITIONAL OPERATIONS:

(a) Addressing on last page..... per 1,000 addresses..... \$ \_\_\_\_\_

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

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:**

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

Offeror hereby acknowledges amendment(s) number (ed) \_\_\_\_\_

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

Offeror \_\_\_\_\_ Contractor's Code \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

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

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

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

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

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
(Facsimile Number)

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at \_\_\_\_\_  
Street Address City State Zip Code

**SAMPLE OF THE QUOTE ENVELOPE**

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

Program Number	<b>2833-SP</b>	Postage Stamp Required Here
From:	_____	
Address:	_____ _____	
<b>OFFER ENCLOSED</b>		
Offers will be received until July 22, 2011 at <b>11 A.M.</b> prevailing Denver time	U.S. Government Printing Office Denver Regional Printing & Procurement Office 12345 W Alameda Pkwy Ste 208 Lakewood CO 80228	