

TITLE: ENGINEERING DRAWINGS AND BOUND SETS ON A FAST SCHEDULE  
 Program 2099S; October 1 2016 thru September 30, 2017  
 This contract has a base year with a four year extension potential.

ITEM NO. & DESCRIPTION	BASIS OF AWARD	ARC Document Solutions Seattle WA		United Reprographics Seattle WA		PREVIOUS/ESTIMATE	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I. COPYING, PACKING AND DISTRIBUTION including 20 lbs. white bond stock</b>							
(a) Engineering Copying Cost per 100 impressions							
(1) Size "A"; up to and including 8-1/2 x 11".....	450	1.60	720.00	2.00	900.00	1.60	720.00
(2) Size "B"; over 8-1/2 x 11" up to and including 11 x 17".....	200	3.20	640.00	4.00	800.00	3.20	640.00
(3) Size "C"; over 11 x 17" up to and including 15 x 21".....	200	13.50	2700.00	13.50	2700.00	13.50	2700.00
(4) Size "D"; over 15 x 21 up to and including 22 x 34".....	200	27.00	5400.00	27.00	5400.00	27.00	5400.00
(5) Size "E"; over 22 x 34" up to and including 34 x 43".....	75	40.50	3037.50	40.50	3037.50	40.50	3037.50
(b) Gray Scale copying Stock will be priced out under item II. PAPER except for line item I. (b)(3)							
(1) Up to and including 8-1/2 x 11" trim size, cost per 100 impressions.....	8294	1.10	9123.40	1.10	9123.40	1.10	9123.40
(2) Over 8-1/2 x 11" up to and including 11 x 17" trim size, cost per 100 impressions.....	313	1.60	500.80	3.00	939.00	1.60	500.80
(3) Over 11 x 17" trim size, cost per square foot. Prices quoted shall include the cost of 20 lbs. white bond stock.....	640	0.08	51.20	0.15	96.00	0.05	32.00
(4) Tabbed dividers trim size will be 8-1/2 x 11" plus a 1/2" tab. The over all trim size will be 9 x 11". Tabbed dividers will be the non-Mylar style. Any "off-the-shelf" tab cut may be requested. Cost per 100 tabbed dividers.....	86	15.00	1290.00	12.00	1032.00	12.00	1032.00
(c) Color Copying Stock will be priced out under item II. PAPER							
(1) Up to and including 8-1/2 x 11" trim size, cost per 100 impressions.....	2074	13.90	28828.60	16.80	34843.20	14.80	30695.20
(2) Over 8-1/2 x 11" up to and including 11 x 17" trim size, cost per 100 impressions.....	78	19.00	1482.00	30.00	2340.00	25.80	2012.40
(3) Over 11 x 17" trim size, cost per square foot. Stock will be charged out under item II. Paper, (m.) White Presentation Bond 35 lbs, or under (n.) White Presentation Bond 46 lbs.....	160	1.90	304.00	1.50	240.00	1.95	312.00
(d) Engineer grade Mylars							
(1) Plotting in black under 36" wide web, cost per square foot.....	24	1.00	24.00	2.00	48.00	1.35	32.40
(2) Plotting in black over 36" wide, cost per square foot.....	12	1.50	18.00	2.50	30.00	2.50	30.00
(e) White 20 lbs. bond prints including 20 lbs. white bond stock							
(1) Plotting in black under 36" wide web, cost per square foot.....	44	0.30	13.20	0.65	28.60	0.65	28.60

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		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(2) Plotting in black over 36" wide, cost per square foot.....	28	0.30	8.40	1.50	42.00	1.50	42.00
<b>II. PAPER: Cost per 100 sheets</b>							
<b>Format "A" up to and including 8-1/2 x 11"</b>							
<b>Format "B" over 8-1/2 x 11" up to and including 11 x 17"</b>							
(a) White Offset Book 50 lbs or White Bond 20 lbs							
(1) Format "A".....	1866	1.00	1866.00	1.20	2239.20	1.00	1866.00
(2) Format "B".....	63	2.10	132.30	3.75	236.25	2.10	132.30
(b) White Offset Book 60 lbs							
(1) Format "A".....	570	1.40	798.00	1.40	798.00	1.40	798.00
(2) Format "B".....	22	2.40	52.80	2.40	52.80	2.40	52.80
(c) White Laser 24 lbs							
(1) Format "A".....	829	1.40	1160.60	1.30	1077.70	1.30	1077.70
(2) Format "B".....	22	2.80	61.60	2.60	57.20	2.60	57.20
(d) White Laser 28 lbs							
(1) Format "A".....	778	1.40	1089.20	1.80	1400.40	1.80	1400.40
(2) Format "B".....	55	2.80	154.00	3.60	198.00	3.60	198.00
(e) Colored Bond 20 lbs							
(1) Format "A".....	259	1.20	310.80	1.30	336.70	1.05	271.95
(2) Format "B".....	6	2.50	15.00	2.60	15.60	2.60	15.60
(f) White or colored Index 110 lbs							
(1) Format "A".....	311	2.70	839.70	3.00	933.00	2.27	705.97
(2) Format "B".....	8	4.80	38.40	6.00	48.00	4.50	36.00
(g) White or colored Index 90 lbs							
(1) Format "A".....	104	2.70	280.80	2.50	260.00	2.26	235.04
(2) Format "B".....	4	4.80	19.20	5.00	20.00	4.00	16.00
(h) White or colored Vellum Cover 65 lbs							
(1) Format "A".....	207	2.30	476.10	2.30	476.10	2.30	476.10
(2) Format "B".....	4	4.10	16.40	4.60	18.40	4.05	16.20
(i) White or colored Vellum Cover 80 lbs							
(1) Format "A".....	156	8.00	1248.00	8.00	1248.00	8.00	1248.00
(2) Format "B".....	8	15.50	124.00	15.00	120.00	15.50	124.00
(j) White Litho Cover 80 lbs							
(1) Format "A".....	104	3.00	312.00	4.00	416.00	3.00	312.00
(2) Format "B".....	4	4.50	18.00	8.00	32.00	4.50	18.00
(k) Clear Acetate, 0.010" thick							
(1) Format "A".....	30	15.00	450.00	25.00	750.00	25.00	750.00
(l) Black Vinyl, 0.015" thick							
(1) Format "A".....	30	15.00	450.00	40.00	1200.00	25.00	750.00
(2) Format "B".....	6	20.00	120.00	80.00	480.00	25.00	150.00
(m) White Presentation Bond 35 lbs cost per square foot.....	200	0.15	30.00	0.25	50.00	0.15	30.00
(n) White Presentation Bond 46 lbs cost per square foot.....	200	0.20	40.00	0.25	50.00	0.20	40.00
<b>III. ADDITIONAL OPERATIONS</b>							
(a) Hand folding, & collate per 100 drawings.....	9	25.00	225.00	50.00	450.00	50.00	450.00

TITLE: ENGINEERING DRAWINGS AND BOUND SETS ON A FAST SCHEDULE  
 Program 20995; October 1 2016 thru September 30, 2017  
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		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(b) Machine folded up to three parallel folds & one right angle fold. Cost per 100 completed folded items.....	38	10.00	380.00	10.00	380.00	10.00	380.00
(c) Collate, roll and band drawings with rubber bands, per 100 drawings.....	6	5.00	30.00	10.00	60.00	10.00	60.00
(d) Roll up 10 drawings & insert into a suitable weight mailing container. Cost per mailing container.....	13	4.00	52.00	4.00	52.00	4.00	52.00
(e) Collate, drill and insert two metal screw-post, cost per set.....	1200	1.00	1200.00	N/C		1.00	1200.00
(f) Collate, drill, & insert suitable metal prong fasteners with compressor clips, cost per book.....	450	0.30	135.00	0.80	360.00	0.80	360.00
(g) Collate, side stitch, in two or three places and cover bound-edge with suitable binders tape, cost per set.....	600	1.00	600.00	1.00	600.00	1.00	600.00
(h) Collate and stitch once in the upper left corner, cost per set.....	1050	0.05	52.50	0.05	52.50	0.05	52.50
(i) Collate 8-1/2 x 11" sheets, punch and apply a suitable plastic comb bind, cost per book.....	2550	0.75	1912.50	N/C		1.00	2550.00
(j) Collate 8-1/2 x 11" sheets, punch and apply a suitable plastic spiral bind, cost per book.....	4050	1.00	4050.00	N/C		1.25	5062.50
(k) Collate and saddle stitch, trim three sides, cost per book.....	750	0.45	337.50	0.50	375.00	0.50	375.00
(l) Collate and drill up to three holes, cost per 100 leaves.....	2700	0.25	675.00	N/C		0.25	675.00
(m) Insert color text leaves and/or tabbed dividers into sets which may or may not bind, cost per 100 inserts.....	525	4.00	2100.00	5.00	2625.00	5.00	2625.00
(n) Insert text covers, dividers & foldins into the rings of binders. Cost per binder.....	1950	0.25	487.50	N/C		0.25	487.50
(o) Copying Government furnished CD's, cost per CD.....	120	1.00	120.00	1.00	120.00	1.00	120.00
(p) Copying Government furnished DVD's, cost per DVD.....	80	1.00	80.00	1.00	80.00	1.00	80.00
(q) Producing and applying mailing labels to suitably packaged sets, cost per package.....	1050	0.30	315.00	0.25	262.50	0.25	262.50
(r) Computer system time work, cost per hour.....	12	42.00	504.00	45.00	540.00	45.00	540.00
(s) Laminating and/or encapsulating both sides, with 3 mil thick clear plastic. Cost per square foot.....	32	1.50	48.00	1.50	48.00	1.50	48.00
(t) 5 mil (0.005" thick) clear or matte lamination, per side, cost per square foot.....	32	1.50	48.00	3.00	96.00	2.00	64.00
(u) Dry mounting on 1/2" thick white edged Gator Board, cost per square foot.....	16	3.00	48.00	4.00	64.00	3.00	48.00
(v) Dry mounting on 1/2" thick black edged Gator Board, cost per square foot.....	8	3.00	24.00	4.00	32.00	3.50	28.00
(w) Dry mounting on 3/16" thick white edged Gator Board, cost per square foot.....	24	2.45	58.80	3.00	72.00	2.50	60.00
(x) Dry mounting on 3/16" thick black edged Gator Board, cost per square foot.....	16	2.45	39.20	3.00	48.00	2.00	32.00

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		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(y) Dry mounting on 3/16" thick white or black Foamcore Board, cost per square foot.....	24	2.00	48.00	2.00	48.00	2.00	48.00
(z) Shrink film wrap, cost per 100 sets.....	12	50.00	600.00	75.00	900.00	75.00	900.00
(aa) 3-ring Binders with 3" round rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, copied inserts on the front & spine, and a metal loose-leaf element. Cost per binder.....	450	5.50	2475.00	5.94	2673.00	4.35	1957.50
(bb) 3-ring Binders with 2" round rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, copied inserts on the front & spine, and a metal loose-leaf element. Cost per binder.....	450	4.50	2025.00	4.32	1944.00	3.35	1507.50
(cc) 3-ring Binders with 1" round rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, copied inserts on the front & spine, and a metal loose-leaf element. Cost per binder.....	300	2.25	675.00	3.00	900.00	2.35	705.00
(dd) Perfect binding up to 8-1/2 x 11". Trim three sides. Cost per book.....	1650	2.50	4125.00	1.00	1650.00	2.70	4455.00
(ee) Padding, including chipboard backing and trimming three sides, cost per pad.....	300	0.05	15.00	0.50	150.00	0.35	105.00
(ff) Emailed proof; per page.....	1152	0.10	115.20	N/C		N/C	
(gg) Content proof; per page.....	1152	0.02	23.04	0.20	230.40	0.20	230.40
<b>IV. LITIGATION SERVICES</b>							
<b>including 20 lbs. white bond stock on copying</b>							
<b>Format "A" up to and including 8-1/2 x 11"</b>							
<b>Format "B" over 8-1/2 x 11" up to and including 11 x 17"</b>							
Gray Scale Litigation Copying							
(a) Auto feed, cost per each copy							
(1) Format "A".....	35	0.045	1.58	0.07	2.45	0.07	2.45
(2) Format "B".....	23	0.08	1.84	0.12	2.76	0.12	2.76
(b) Limited preparation needed, cost per each copy							
(1) Format "A".....	225	0.08	18.00	0.09	20.25	0.09	20.25
(2) Format "B".....	150	0.15	22.50	0.15	22.50	0.15	22.50
(c) Glass work needed, cost per each copy							
(1) Format "A".....	86	0.11	9.46	0.12	10.32	0.12	10.32
(2) Format "B".....	58	0.19	11.02	0.18	10.44	0.18	10.44
(d) Over sized, cost per square foot.....	10	0.145	1.45	0.15	1.50	0.15	1.50
Color Litigation Copying							
(e) Auto feed, cost per each copy							
(1) Format "A".....	9	0.28	2.52	0.35	3.15	0.35	3.15
(2) Format "B".....	6	0.54	3.24	0.65	3.90	0.65	3.90
(f) Limited preparation needed, cost per each copy							
(1) Format "A".....	56	0.37	20.72	0.45	25.20	0.45	25.20
(2) Format "B".....	37	0.70	25.90	0.85	31.45	0.85	31.45
(g) Glass work needed, cost per each copy							
(1) Format "A".....	22	0.49	10.78	0.50	11.00	0.50	11.00
(2) Format "B".....	14	0.85	11.90	0.90	12.60	0.90	12.60

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(h) Over sized, cost per square foot.....	2	3.25	6.50	5.00	10.00	5.00	10.00
Gray Scale Litigation Scanning							
(i) Auto feed, cost per each scan							
(1) Format "A".....	58	0.15	8.70	0.20	11.60	0.20	11.60
(2) Format "B".....	35	0.27	9.45	0.22	7.70	0.22	7.70
(j) Limited preparation needed, cost per each scan							
(1) Format "A".....	374	0.20	74.80	0.24	89.76	0.24	89.76
(2) Format "B".....	225	0.29	65.25	0.29	65.25	0.29	65.25
(k) Glass work needed, cost per each scan							
(1) Format "A".....	144	0.25	36.00	0.30	43.20	0.30	43.20
(2) Format "B".....	86	0.35	30.10	0.40	34.40	0.40	34.40
(l) Over sized, cost per square foot.....	16	0.47	7.52	0.50	8.00	0.50	8.00
Color Litigation Scanning							
(m) Auto feed, cost per each scan							
(1) Format "A".....	14	0.19	2.66	0.28	3.92	0.28	3.92
(2) Format "B".....	9	0.30	2.70	0.40	3.60	0.40	3.60
(n) Limited preparation needed, cost per each scan							
(1) Format "A".....	94	0.28	26.32	0.30	28.20	0.30	28.20
(2) Format "B".....	56	0.45	25.20	0.50	28.00	0.50	28.00
(o) Glass work needed, cost per each scan							
(1) Format "A".....	36	0.43	15.48	0.50	18.00	0.50	18.00
(2) Format "B".....	22	0.68	14.96	0.75	16.50	0.75	16.50
(p) Over sized, cost per square foot.....	4	0.47	1.88	4.00	16.00	4.00	16.00
(q) Electronic Bates stamping, cost per 100 stamps.....	4	4.50	18.00	5.00	20.00	5.00	20.00
(r) Physical Bates stamping, cost per 100 stamps.....	1	5.50	5.50	6.00	6.00	6.00	6.00
(s) Optical Character Recognition (OCR) Searchable scans. Cost per 100 scans.....	6	4.00	24.00	4.00	24.00	4.00	24.00
<b>CONTRACTOR TOTALS</b>			\$ 88,383.17		\$ 89,517.10		\$ 93,827.61
<b>DISCOUNT</b>		3.25%	\$ 2,872.45	2%	\$ 1,790.34	2%	\$ 1,876.55
<b>DISCOUNTED TOTALS</b>		20 days	\$ 85,510.72	10 days	\$ 87,726.76	20 days	\$ 91,951.06

**AWARDED**

Reviewed By: \_\_\_\_\_

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Seattle, Washington

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Engineering Drawings and Bound Sets on a Fast Schedule**

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

**US Army Corps of Engineers**  
Seattle, WA

**Single Award**

The term of this contract is for the period

**beginning October 1, 2016, and ending September 30, 2017**

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 30-mile radius of Seattle, WA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid (see page 19), 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.

**BID OPENING:** Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on September 21, 2016.

**CONTRACT TERM:** The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

**Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PUBLISHING OFFICE, 4735 E. Marginal Way South, Seattle, Washington, 98134. Mark your bid "ATTN: 2099-S" on the outside of the envelope.**



The following web address will allow you to print a copy of the 910 form.  
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>



The following web address will allow you to print a copy of the current pricing abstract.  
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle> Scroll down and click on 2099-S.  
The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. # 3, or email [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov), other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or e-mail [lmoore@gpo.gov](mailto:lmoore@gpo.gov) Phone: (206) 764-3726 (no collect calls).

**SECTION 1.- GENERAL TERMS AND CONDITIONS**

**GPO CONTRACT TERMS:** Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



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

The above links will enable viewing of the most current versions of the afore mentioned documents.

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

Product Quality Levels:

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

Inspection Levels (from MIL-STD-105):

- (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	Camera Copy / Furnished digital file(s).
P-9. Solid & Screen Tint Color Match	Government furnished sample.
Document scanning.....	100% accuracy rate.
Document coding rate.....	96% accuracy rate.
Optical character recognition (OCR) scanning.....	96% accuracy rate.

**SUBCONTRACTING:** The predominant production function is reprography and litigation operations.

**OPTION EXTENSION OF CONTRACT TERM:** The Government may extend the term of this contract by written notice to the contractor no later than 30 days before the contract expires. If the Government exercises this option, the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options, will not exceed five years.

**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 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 program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of 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 as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS:** Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey 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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from October 1, 2016 through September 30, 2017. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.



**PAYMENT:** Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Publishing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/>



**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.

**RECOVERED MATERIALS PROGRAM:** The Government Publishing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. 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 Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

**FACSIMILE BIDS:** The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of copying engineering drawings, specifications, and contract clauses, gathering into sets, binding, scanning bid sets to CD-ROM or DVD, litigation scanning and copying, mounting, laminating, packing and/or addressing and delivery.

**TITLE:** Engineering Drawings and Bound Sets on a Fast Schedule.

**FREQUENCY OF ORDERS:** Approximately 133 orders total per year. Each order will have 1 to 5 items per order. Items may consist of various sizes drawings, specifications, contract clauses, CD's and DVD discs.

### **TRIM SIZES:**

#### Engineering Drawing:

Format "A": up to and including 8-1/2 x 11".  
Format "B": over 8-1/2 x 11" up to and including 11 x 17".  
Format "C": over 11 x 17" up to and including 15 x 21".  
Format "D": over 15 x 21" up to and including 22 x 34".  
Format "E": over 22 x 34" up to and including 34 x 43".

#### Both litigation and normal copying and scanning:

Format "A": up to and including 8-1/2 x 11".  
Format "B": over 8-1/2 x 11" up to and including 11 x 17".

#### Disc trim size:

CD and DVD disc: 4.72" in diameter, plus a standard unprinted disc envelope.

**QUANTITY AND PAGE COUNT:** Note: A page is defined as one side of a sheet therefore, one sheet equals two pages.

#### Engineering Drawing:

Format "A", quantity of 18 orders.  
Format "B", quantity of 8 orders.  
Format "C", quantity of 8 orders.  
Format "D", quantity of 8 orders.  
Format "E", quantity of 3 orders.

Each engineering drawing order will consist of approximately 125 drawings and will require 20 sets per order.

Copying: Approximately 80% will be in gray scale while the balance is in color.

Format "A", quantity of 48 orders.  
Format "B", quantity of 23 orders.  
Over Format "B", quantity of 4 orders.

Format A copying orders will consist of approximately 144 pages and will require 150 copies per order.  
Format B copying orders will consist of approximately 20 pages and will require 85 copies per order.  
Over Format "B" the average square foot per order is 4 and will require approximately 50 copies per order.

Approximately 6 orders of CD's and 4 orders of DVD's with an average quantity of 20 discs per order.

Tabbed dividers: Approximately 18 orders require 14 tabbed dividers with a quantity of 34 copies.

Engineer mylars: The average size of engineer mylars are 4 square feet.

Plotter under 36" width; quantity of 6 orders.  
Plotter over 36" width; quantity of 3 orders.

Bond prints: The average size of bond prints are 4 square feet.

Plotter under 36" width; quantity of 11.  
Plotter under 36" width; quantity of 7.

Litigation copying and scanning: Approximately 80% will be in gray scale while the balance is in color.

Format: "A", quantity of 3 orders for copying and 5 for scanning.  
Format: "B", quantity of 2 orders for copying and 3 for scanning.  
Over Format "B", an average of 4 square feet.

Each order will consist of approximately 144 pages and will require one copy or one set of scans per order.

Approximately 10% of all litigation orders will feed through an auto chute page feeder.

Approximately 65% of all litigation orders will require limited preparation.

Approximately 25% of all litigation orders will require hand-placement of the pages on the copy glass or scanner.

#### **GOVERNMENT TO FURNISH:**

Camera copy consisting of line art to be reproduced at various focuses. Originals will be on various types of materials.

Computer disc consisting of CD or DVD disc(s), with an IBM or Mac platform. File extension(s) consisting of but not limited to: ".TIFF" - Tagged Image File Format, ".DWG" – AutoCAD Vector Format and ".CALs" – Compressed Bitmaps, ".DXF" – Drawing eXchange Format. Also, ".PDF" – Portable Document Format files delivered over the internet.

Mailing list will either be MS Word, Excel or Access files.

CD disc(s) to be copied.

DVD disc(s) to be copied.

Hard copy for litigation work.

Print orders.

Assembly list of each order. Only those orders with completed assembly list may request a three-workday or shorter delivery.

GPO Form 905 for shipping container labels.

#### **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. The contractor must make all reproducibles required.

**COPYING:** Copying equipment must be digital in nature and maintain fidelity with a minimum of 600 DPI for gray-scale and all color images. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. Both color and gray-scale copying equipment must be capable of duplex copying while maintaining no visible distortion of the government furnished original(s) when compared to the printed product. The contractor must be able to copy on standard non-Mylared tabbed dividers, one side only, tabs and/or body.

**ENGINEERING COPYING:** Black image on one side only, no bleeds. Copying will consist of various enlargements and reductions.

**LITIGATION COPYING AND SCANNING:** will be graded as follows:

Auto-Feed: The pages will run successfully through a feeding-chute.

Limited Preparation: Pages that can run successfully through an auto-feed chute after removal of binding, post-it notes, or other light preparation as required.

Glass-Work: The documents will require the removal of staples, paper clips, rubber-bands and odd-size documents. These documents will require placement by hand of the documents on the copy-glass.

**SCANNING:** Majority of scanned images must have a minimum of 300-dpi resolution. Some scanned images will require 200 to 400 dpi resolution. Follow print order for resolution. Scanned images will be produced as either single-page TIFFs, JPEGs or multi-page PDF files. All blank scanned pages will be indicated but removed prior to burning discs. When required, images burned to discs must be indexed with a computer generated non-repeating sequential number, or non-repeating sequential alpha-numeric, or by the physical Bates numbering as applicable. An image management system is required on all discs produced.

**DISC MANUFACTURING:** CD-ROM and DVD-ROM discs produced under this contract shall be in conformance with standards set by the International Standards Organization (ISO). Disc is 120mm (4.72") in diameter, single sided with a highly reflective metal layer sealed with a protective lacquer. **Disc(s) will image in black with on the face on each disc, paper or vinyl labels are not acceptable.**

**METALIZING:** The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disc.

**WARNING:** All electronic media provided by the Government, and/or duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and nonerasable media shall be destroyed by the contractor.

**IMAGE MANAGEMENT SYSTEM:** A load-file created with data-normalization using the agencies parameters of tables and/or keys; and an image viewing system (the viewer) compatible with IBM and Macintosh platforms for viewing must be installed on each disc. The naming of the files and the viewer image retrieval indexing will be indicated by the agency.

**OPTICAL CHARACTER RECOGNITION (OCR) SCANNING:** The contractor is required to produce a raster file. Scan resolution for files intended for read-only OCR application will be bi-level, normally 300 dpi. Drawings will be scanned at a suitable dpi. OCR conversions will be captured from paper and electronic files.

Approximately 4 scanning orders will required OCR scanning applied.

Post OCR Processing: The contractor is required to use a software application that identifies unrecognized characters or character strings; and/or a standard spelling checker; and/or visual comparison against the original(s).

**BATES NUMBERING:** Bates stamping or equal; sequentially stamp each page. Stamping may require an alpha-numeric prefix or suffix up to 12 characters. Paper-sets may require bates-numbering to match the computer indexing. Electronic Bates stamping will be included in the scanned image, when required. Physical Bates stamping requires sequential numbering from start to finish. Approximately 3 orders will require electronic Bates stamping, while 1 order will require physical Bates stamping.

**PROOFS:** When indicated on Print Order.

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

Content proofs: 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. Proof must represent the actual image quality and color of the finished product.

When proofs are required the proofs will be withheld not more than 2 workdays from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an 'OK to print'.

Scanning: In lieu of proofs, the following is required on all orders requiring scanning to CD or DVD. Scanning requires second-pass verification, and is defined as a visual comparison to verify that 100% of the pages/documents were captured in scanning. CD and DVD disc production requires that the contractor check each disc to insure proper file naming, file structure and placement.

**COMPUTER TIME WORK:** Consists of minor repairs and/or corrections required by the ordering agency on electronic camera copy. Time work will be rounded up to closest 15 minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for repairs or corrections.**

**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. [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).



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 specified.

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

White and Colored Bond; basis size of 17 x 22"; 20 lbs. per 500 sheets; equal to JCP G10.

White Offset Book; basis size of 25 x 38"; 50 and 60 lbs. per 500 sheets; equal to JCP A60.

White Laser; basis size of 17 x 22"; 24 and 28 lbs. per 500 sheets; equal to JCP O61.

White or Colored Index; basis size of 25-1/2 x 30-1/2"; 90 lbs. or 110 lbs. per 500 sheets; equal to JCP K10.

White or Colored Vellum Cover; basis size of 20 x 26"; 65 lbs or 80 lbs. per 500 sheets; equal to JCP L20.

White Litho Coated Cover; basis size of 20 x 26" 80 lbs. per 500 sheets, equal to JCP L10.

Clear acetate 0.010" thick. – no print on acetate, for cover material only.

Black Vinyl, 0.015" thick. – no print on black vinyl, for cover material only.

White Presentation Bond; basis size of 17 x 22"; 35 lbs. or 46 lbs. per 500 sheets.

**BINDING:** Bind as indicated on the print order.

All orders require collating into sets as indicated on the print order.

Folding: Hand and machine folding is required. Some orders will require folding drawings suitably with title block out and collated into sets. Approximately 7 orders of hand folding and 30 orders of machine folding.

Banding: Some orders will require collating drawings into sets, rolling and rubber banding, Kraft wrapping or inserted into mail tubes. Approximately 5 orders of collating per year.

Metal screw post: Some orders will require collating drawings and text into sets, punching and inserting suitable metal screw posts, approximately 8 orders per year.

Acco Fasteners or equal: Some orders will require collating drawings and text into sets, punching and inserting suitable metal compression fasteners, approximately 3 orders per year.

Side stitching: Some orders will require collating drawings and specifications into sets and side stitching. Some orders may require suitable binders tape applied over the stitched edge, approximately 4 orders per year.

One stitch in the upper left corner (ULC): Some orders will require collating drawings, specifications and/or contract clauses into sets, and stitching one wire stitch in the upper left corner, approximately 7 orders per year.

Comb binding: Some orders will require collating specifications and/or contract clauses into sets, punching and inserting a suitable capacity plastic comb, approximately 17 orders per year.

Spiral binding: Some orders will require collating specifications and/or contract clauses into sets, punching and inserting a suitable capacity spiral coil, approximately 27 orders per year.

Saddle Stitched: Some orders will require collating specifications and/or contract clauses into sets, saddle stitching and trim three sides, approximately 5 orders per year.

Perfect binding: Some orders will require collating and perfect binding with separate wrap around glued on paper cover, trim three sides, approximately 11 orders per year.

Padding: Some orders will require collating with suitable chipboard, pad at the top of each pad with suitable padding compound or as indicated on the print order, and trim three sides. The number of leaves per pad will be indicated on the print order, approximately 2 orders per year.

Drilling: Some orders will require collating specifications and/or contract clause into sets, and drilling two to three round 1/4" to 3/8" diameter holes, approximately 25 orders per year.

Some orders will require inserting color copied pages, and/or tabbed dividers into grayscale leaves prior to binding, approximately 35 orders per year.

Some orders will require collating text pages, and/or tabbed dividers, three hole punch and inserting them onto the rings of a three-ring suitable binder with clear out side pocket suitable for inserting a front, back and spine covers. Follow print order for capacity of binders; binders could be 3" capacity, 2" capacity, or 1" capacity. Some binders will be furnished by the Government and some binders will be provided by the contractor, approximately 13 orders per year.

Laminating with 0.003" to 0.005" thick clear plastic. Orders will require laminating one or two sides. Trim will be flush or encapsulated, approximately 8 orders per year.

Dry mounting and trim flush or with a border. Dry mount on white or black Gator Board that is 1/2" and/or 3/16" thick. Approximately 2 orders on 1/2" white, 1 order on 1/2" black, 3 orders on 3/16" white and 2 orders on 3/16" black Gator Board per year.

Dry mount on 3/16" thick white or black Foamcore, approximately 3 orders per year.

**PACKING:** In suitable units.

Some orders will require shrink film wrapping. Some orders will require shrink film wrapping (or Kraft paper wrapping) with the delivery addresses and postage applied to each package. Wrapping must be secure enough to send through the U.S. Postal Service.

All CD & DVD disc(s) will be inserted into a standard 5 x 5" paper disc envelope with a 3-7/8" diameter clear covered window and an un-gummed flap.

Package(s) may consist of individual or multiple sets. Some orders will require mailing tubes.

Each shipping container must not exceed 45 pounds when fully packed.

**LABELING AND MARKING:** Use GPO form 905 to mark all shipping containers.

Orders requiring mailing address may have the address ink jet printed on the piece or labels may be produced on suitable label stock and applied. Approximately 7 orders per year will require addressing.

Some orders will require delivery addresses and postage applied to each package. Some orders will require that sets be packaged for next day or second day delivery.

**DISTRIBUTION:** Bulk deliver f.o.b. destination to:

Seattle, WA

F.O.B. contractor's city of all mailed copies:

Orders may require package(s) delivered to various locations at the same address. Some packages will require the contractor to provide and apply First Class Postage or will require the contractor to deliver by next day or second day delivery. The Ship/Delivery date on the Print Order is the date the order must deliver to single or multiple addresses.

The contractor will be reimbursed for all f.o.b. contractor's city deliveries by submitting shipping receipts with their invoice.

Upon completion of each order, all originals must be returned to the Department.

All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies, 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).

No definite schedule for pickup of material can be predetermined.

Government furnished materials are to be picked up, f.o.b. destination, at the delivery address. A few orders may require the contractor to pick-up government furnished material and deliver twice in the same workday.

Orders must be delivered within one to twelve workdays from the time the furnished material and print order are available for pickup. Most orders will require delivery from one to four workdays with about 25% requiring two days or less.

Only those orders with completed assembly list may request a three-workday or shorter delivery.

The ship/deliver date and time indicated on the print order is the date and time products ordered must be delivered to the destination(s) 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 quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' 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 for the term of this contract.

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

- I. (a) (1) 450
- (2) 200
- (3) 200
- (4) 200
- (5) 75
- (b)(1) 8,294
- (2) 313
- (3) 640
- (4) 86
- (c)(1) 2,074
- (2) 78
- (3) 160
- (d)(1) 24
- (2) 12
- (e)(1) 44
- (2) 28
  
- II. (a)(1) 1,866
- (2) 63
- (b)(1) 570
- (2) 22
- (c)(1) 829
- (2) 22
- (d)(1) 778
- (2) 55
- (e)(1) 259
- (2) 6
- (f)(1) 311
- (2) 8
- (g)(1) 104
- (2) 4
- (h)(1) 207
- (2) 4
- (i)(1) 156
- (2) 8
- (j)(1) 104
- (2) 4
- (k)(1) 30
- (2) XXXX
- (l)(1) 30
- (2) 6
- (m) 200
- (n) 200



**SECTION 3.- DETERMINATION OF AWARD - continued**

<b>III. (a)</b>	9
<b>(b)</b>	38
<b>(c)</b>	6
<b>(d)</b>	13
<b>(e)</b>	1,200
<b>(f)</b>	450
<b>(g)</b>	600
<b>(h)</b>	1,050
<b>(i)</b>	2,550
<b>(j)</b>	4,050
<b>(k)</b>	750
<b>(l)</b>	2,700
<b>(m)</b>	525
<b>(n)</b>	1,950
<b>(o)</b>	120
<b>(p)</b>	80
<b>(q)</b>	1,050
<b>(r)</b>	12
<b>(s)</b>	32
<b>(t)</b>	32
<b>(u)</b>	16
<b>(v)</b>	8
<b>(w)</b>	24
<b>(x)</b>	16
<b>(y)</b>	24
<b>(z)</b>	12
<b>(aa)</b>	450
<b>(bb)</b>	450
<b>(cc)</b>	300
<b>(dd)</b>	1,650
<b>(ee)</b>	300
<b>(ff)</b>	1,152
<b>(gg)</b>	1,152

**SECTION 3.- DETERMINATION OF AWARD – continued**

IV. (a) (1)	35
(2)	23
(b)(1)	225
(2)	150
(c)(1)	86
(2)	58
(d)	10
(e)(1)	9
(2)	6
(f)(1)	56
(2)	37
(g)(1)	22
(2)	14
(h)	2
(i)(1)	58
(2)	35
(j)(1)	374
(2)	225
(k)(1)	144
(2)	86
(l)	16
(m)(1)	14
(2)	9
(n)(1)	94
(2)	56
(o)(1)	36
(2)	22
(p)	4
(q)	4
(r)	1
(s)	6

**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 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.

Fractional parts of one square foot will round up to the next whole square foot.

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

**I. COPYING, PACKING AND DISTRIBUTION:** Prices quoted shall include the cost of all required materials and operations necessary for the complete copying at various focuses including, **20 lbs. white bond stock**, packing and distribution of the products listed in accordance with these specifications.

<b>(a) Engineering Copying:</b>	<b>Cost per 100 impressions:</b>
<b>(1)</b> Size "A"; up to and including 8-1/2 x 11"	\$ _____
<b>(2)</b> Size "B"; over 8-1/2 x 11" up to and including 11 x 17"	\$ _____
<b>(3)</b> Size "C"; over 11 x 17" up to and including 15 x 21"	\$ _____
<b>(4)</b> Size "D"; over 15 x 21" up to and including 22 x 34"	\$ _____
<b>(5)</b> Size "E; over 22 x 34" up to and including 34 x 43"	\$ _____

**(b) Gray Scale copying -** Prices quoted shall include the cost of all required materials and operations necessary for the complete copying, packing and distribution of the products listed in accordance with these specifications. Stock will be priced out under item II. PAPER except for line item I. (b)(3)

<b>(1)</b> Up to and including 8-1/2 x 11" trim size, <u>cost per 100 impressions.</u>	\$ _____
<b>(2)</b> Over 8-1/2 x 11" up to and including 11 x 17" trim size, <u>cost per 100 impressions.</u>	\$ _____

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

- (3) Over 11 x 17" trim size, cost per square foot.  
Prices quoted shall include the cost of  
**20 lbs. white bond stock** \$ \_\_\_\_\_
- (4) Tabbed dividers trim size will be 8-1/2 x 11"  
plus a 1/2" tab. The over all trim size will be  
9 x 11". Tabbed dividers will be the non-Mylar  
style. Any "off-the-shelf" tab cut may be  
requested. Cost per 100 tabbed dividers \$ \_\_\_\_\_

(c) **Color Copying** - Prices quoted shall include the cost of all required materials and operations necessary for the complete copying, packing and distribution of the products listed in accordance with these specifications. Stock will be priced out under item II. PAPER.

- (1) Up to and including 8-1/2 x 11" trim size,  
cost per 100 impressions. \$ \_\_\_\_\_
- (2) Over 8-1/2 x 11" up to and including 11 x 17"  
trim size, cost per 100 impressions. \$ \_\_\_\_\_
- (3) Over 11 x 17" trim size, cost per square foot.  
Stock will be charged out under item II. Paper,  
(m.) White Presentation Bond 35 lbs, or under  
(n.) White Presentation Bond 46 lbs. \$ \_\_\_\_\_

(d) **Engineer grade Mylars**. : Prices quoted shall include the cost of all required materials and operations necessary for the complete copying at various focuses including the cost of the engineer grad Mylar, packing and distribution of the products listed in accordance with these specifications.

- (1) Plotting in black under 36" wide web, cost per square foot. \$ \_\_\_\_\_
- (2) Plotting in black over 36" wide, cost per square foot. \$ \_\_\_\_\_

(e) **White 20 lbs bond prints**: : Prices quoted shall include the cost of all required materials and operations necessary for the complete copying at various focuses including, **20 lbs. white bond stock**, packing and distribution of the products listed in accordance with these specifications.

- (1) Plotting in black under 36" wide web, cost per square foot. \$ \_\_\_\_\_
- (2) Plotting in black over 36" wide, cost per square foot. \$ \_\_\_\_\_

II. **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. The cost of any paper required for makeready or running spoilage must be included in the prices quoted.

**Format "A" up to and including 8-1/2 x 11"**  
**Format "B" over 8-1/2 x 11" and up to and including 11 x 17"**

	<u>Cost per 100 sheets</u>	
	Format "A"	Format "B"
	(1)	(2)

- (a) White Offset Book, 50 lbs or White Bond, 20 lbs. \$ \_\_\_\_\_ \$ \_\_\_\_\_

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

(b) White Offset Book, 60 lbs.	\$ _____	\$ _____
(c) White Laser, 24 lbs.	\$ _____	\$ _____
(d) White Laser, 28 lbs.	\$ _____	\$ _____
(e) Colored Bond, 20 lbs.	\$ _____	\$ _____
(f) White or colored Index, 110 lbs.	\$ _____	\$ _____
(g) White or colored Index 90 lbs.	\$ _____	\$ _____
(h) White or colored Vellum Cover 65 lbs.	\$ _____	\$ _____
(i) White or colored Vellum Cover 80 lbs.	\$ _____	\$ _____
(j) White Litho Cover 80 lbs.	\$ _____	\$ _____
(k) Clear Acetate, 0.010" thick	\$ _____	\$XXXXXXXX
(l) Black Vinyl, 0.015" thick	\$ _____	\$ _____
(m) White Presentation Bond, 35 lbs., cost per square foot	\$ _____	
(n) White Presentation Bond, 46 lbs., cost per square foot	\$ _____	

III. ADDITIONAL OPERATIONS:

(a) Hand folding, & collate <u>per 100 drawings.</u>	\$ _____
(b) Machine folded up to three parallel folds & one Right angle fold. <u>Cost per 100 completed folded items.</u>	\$ _____
(c) Collate, roll and band drawings with rubber bands, <u>per 100 drawings.</u>	\$ _____
(d) Roll up 10 drawings & insert into a suitable weight mailing container. <u>Cost per mailing container.</u>	\$ _____
(e) Collate, drill and insert two metal screw-post, <u>cost per set.</u>	\$ _____
(f) Collate, drill, & insert suitable metal prong fasteners with compressor clips, <u>cost per book.</u>	\$ _____
(g) Collate, side stitch, in two or three places and cover bound-edge with suitable binders tape, <u>cost per set.</u>	\$ _____
(h) Collate and stitch once in the upper left corner, <u>cost per set.</u>	\$ _____

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

- (i) Collate 8-1/2 x 11" sheets, punch and apply a suitable plastic comb bind, cost per book. \$ \_\_\_\_\_
- (j) Collate 8-1/2 x 11" sheets, punch and apply a suitable plastic spiral bind, cost per book. \$ \_\_\_\_\_
- (k) Collate and saddle stitch, trim three sides, cost per book. \$ \_\_\_\_\_
- (l) Collate and drill up to three holes, cost per 100 leaves. \$ \_\_\_\_\_
- (m) Insert color text leaves and/or tabbed dividers into sets which may or may not bind, cost per 100 inserts. \$ \_\_\_\_\_
- (n) Insert text covers, dividers & foldins into the rings of binders. Cost per binder. \$ \_\_\_\_\_
- (o) Copying Government furnished CD's, cost per CD. \$ \_\_\_\_\_
- (p) Copying Government furnished DVD's, cost per DVD. \$ \_\_\_\_\_
- (q) Producing and applying mailing labels to suitably packaged sets, cost per package. \$ \_\_\_\_\_
- (r) Computer system time work, cost per hour. \$ \_\_\_\_\_
- (s) Laminating and/or encapsulating both sides, with 3 mil thick clear plastic. Cost per square foot. \$ \_\_\_\_\_
- (t) 5 mil (0.005" thick) clear or matte lamination. Per side. Cost per square foot. \$ \_\_\_\_\_
- (u) Dry mounting on 1/2" thick white edged Gator Board, cost per square foot. \$ \_\_\_\_\_
- (v) Dry mounting on 1/2" thick black edged Gator Board, cost per square foot. \$ \_\_\_\_\_
- (w) Dry mounting on 3/16" thick white edged Gator Board, cost per square foot. \$ \_\_\_\_\_
- (x) Dry mounting on 3/16" thick black edged Gator Board, cost per square foot. \$ \_\_\_\_\_
- (y) Dry mounting on 3/16" thick white or black Foamcore Board, cost per square foot. \$ \_\_\_\_\_
- (z) Shrink film wrap, cost per 100 sets \$ \_\_\_\_\_
- (aa) 3-ring Binders with 3" round rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, copied inserts on the front & spine, and a metal loose-leaf element. Cost per binder. \$ \_\_\_\_\_

- (bb) 3-ring Binders with 2" round rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, copied inserts on the front & spine, and a metal loose-leaf element.  
 Cost per binder. \$ \_\_\_\_\_
- (cc) 3-ring Binders with 1" round rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, copied inserts on the front & spine, and a metal loose-leaf element.  
 Cost per binder. \$ \_\_\_\_\_
- (dd) Perfect binding up to 8-1/2 x 11". Trim three sides.  
 Cost per book. \$ \_\_\_\_\_
- (ee) Padding, including chipboard backing and trimming three sides, cost per pad. \$ \_\_\_\_\_
- (ff) Emailed proof; per page \$ \_\_\_\_\_
- (gg) Content proof; per page. \$ \_\_\_\_\_

**IV. LITIGATION SERVICES:** Prices quoted shall include the cost of all required materials and operations necessary for the complete copying at various focuses including, **20 lbs. white bond stock**, packing and distribution of the products listed in accordance with these specifications.

Format "A" up to and including 8-1/2 x 11".  
 Format "B" over 8-1/2 x 11" and up to and including 11 x 17".

	<u>Cost per each copy</u>	
	Format "A" (1)	Format "B" (2)
<b>Gray scale litigation copying:</b>		
(a) Auto feed	\$ _____	\$ _____
(b) Limited preparation needed.	\$ _____	\$ _____
(c) Glass Work needed.	\$ _____	\$ _____
(d) Over sized, <u>cost per square foot.</u> \$ _____		
<b>Color litigation copying:</b>		
(e) Auto feed	\$ _____	\$ _____
(f) Limited preparation needed.	\$ _____	\$ _____
(g) Glass Work needed.	\$ _____	\$ _____
(h) Over sized, <u>cost per square foot.</u> \$ _____		

**Litigation Scanning:** scanned to TIFF, PDF, or JPEG with a minimum 300 dpi burned to CD or DVD. Cost must include scanning, computer indexing, second pass verification, creating a load file and providing a viewer.

	Format "A" (1)	Format "B" (2)
<b>Gray scale litigation scanning:</b>		
(i) Auto feed	\$ _____	\$ _____
(j) Limited preparation needed.	\$ _____	\$ _____
(k) Glass Work needed.	\$ _____	\$ _____
(l) Over sized, <u>cost per square foot.</u> \$ _____		

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

		Format "A" (1)	Format "B" (2)
		<u>Cost per each scan</u>	
<b>(m)</b>	Auto feed	\$ _____	\$ _____
<b>(n)</b>	Limited preparation needed.	\$ _____	\$ _____
<b>(o)</b>	Glass Work needed.	\$ _____	\$ _____
<b>(p)</b>	Over sized, <u>cost per square foot.</u> \$ _____		
<b>(q)</b>	Electronic Bates stamping, cost per 100 stamps. \$ _____		
<b>(r)</b>	Physical Bates stamping, cost per 100 stamps. \$ _____		
<b>(s)</b>	Optical Character Recognition (OCR) Searchable scans. Cost per 100 scans. \$ _____		

\*\*\*\*\*

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:

Proposed carrier(s) for pickup of Government furnished material. \_\_\_\_\_.

Number of hours from acceptance of print order to pickup of Government furnished material. \_\_\_\_\_.

Number of hours from pickup of Government furnished material to delivery at contractor's plant. \_\_\_\_\_.

Proposed carrier(s) for delivery of completed product. \_\_\_\_\_.

Number of hours from notification to carrier to pickup of completed product. \_\_\_\_\_.

Number of hours from pickup of completed product to delivery at destination. \_\_\_\_\_.

**BIDDER'S NAME AND SIGNATURE:** Fill out and return all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on the 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