

**TITLE: "POSTERS, POSTCARDS, BROCHURES, and FLYERS" / PROGRAM 1840-S R1**  
**TERM: August 1, 2021 to June 30, 2022 (W/OPTIONS)**

Item No.	DESCRIPTION	Basis of Award	Cheetah Printing & Design Inc.		Schuster's Printing, Inc.	
			State 050	Code 18935	State 050	Code 78319
			UNIT RATE	COST	UNIT RATE	COST
<b>I. PRINTING:</b>						
(a)	<b>Format A, per side 4 x 6"</b>					
	Black ink					
(1)	Makeready/Setup Charges	X				
(2)	Per 1,000 Copies	X				
	Each Additional Color of Ink					
(3)	Makeready/Setup Charges	X				
(4)	Per 1,000 Copies	X				
	4-Color Process					
(5)	Makeready/Setup Charges	29	20.00	580.00	50.00	1,450.00
(6)	Per 1,000 Copies	44	55.00	2,420.00	15.00	660.00
(b)	<b>Format B, per side 5 x 7"</b>					
	Black ink					
(1)	Makeready/Setup Charges	X				
(2)	Per 1,000 Copies	X				
	Each Additional Color of Ink					
(3)	Makeready/Setup Charges	X				
(4)	Per 1,000 Copies	X				
	4-Color Process					
(5)	Makeready/Setup Charges	4	20.00	80.00	50.00	200.00
(6)	Per 1,000 Copies	25	90.00	2,250.00	17.00	425.00
(c)	<b>Format C, per side 8-1/2 x 11"</b>					
	Black ink					
(1)	Makeready/Setup Charges	2	20.00	40.00	25.00	50.00
(2)	Per 1,000 Copies	20	70.00	1,400.00	20.00	400.00
	Each Additional Color of Ink					
(3)	Makeready/Setup Charges	1	20.00	20.00	25.00	25.00
(4)	Per 1,000 Copies	5	160.00	800.00	4.00	20.00
	4-Color Process					
(5)	Makeready/Setup Charges	270	20.00	5,400.00	50.00	13,500.00
(6)	Per 1,000 Copies	4,925	160.00	788,000.00	25.00	123,125.00
(d)	<b>Format D, per side 11 x 17"</b>					
	Black ink					
(1)	Makeready/Setup Charges	X				
(2)	Per 1,000 Copies	X				
	Each Additional Color of Ink					
(3)	Makeready/Setup Charges	1	20.00	20.00	25.00	25.00
(4)	Per 1,000 Copies	5	290.00	1,450.00	6.00	30.00
	4-Color Process					
(5)	Makeready/Setup Charges	8	20.00	160.00	50.00	400.00
(6)	Per 1,000 Copies	13	290.00	3,770.00	32.50	422.50
<b>II. PAPER: Per 1,000 Leaves</b>						
(a)	White Uncoated Text, Basis Size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A60	35	171.00	5,985.00	17.35	607.25
(b)	White Uncoated Text, Basis Size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A60	35	235.00	8,225.00	20.20	707.00
(c)	White Smooth and Embossed Text, Basis Size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A91	85	256.00	21,760.00	26.50	2,252.50
(d)	White Smooth and Embossed Text, Basis Size 25 x 38", 80 lbs. per 500 sheets, equal to JCP Code A91	84	263.00	22,092.00	27.75	2,331.00
(e)	White Litho Coated Book, Basis Size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A180	953	116.00	110,548.00	17.85	17,011.05
(f)	White Litho Coated Book, Basis Size 25 x 38", 80 lbs. per 500 sheets, equal to JCP Code A180	953	250.00	238,250.00	20.85	19,870.05
(g)	White No. 1 Coated Text, Gloss-finish, Basis Size 25 x 38", 100 lbs. per 500 sheets, equal to JCP Code A181	27	235.00	6,345.00	34.11	920.97
(h)	White Matte-Coated Text, Basis Size 25 x 38", 80 lbs. per 500 sheets, equal to JCP Code A240	2	125.00	250.00	20.41	40.82
(i)	White Matte-Coated Text, Basis Size 25 x 38", 100 lbs. per 500 sheets, equal to JCP Code A240	1	135.00	135.00	25.51	25.51
(j)	White No. 1 Silk / Dull-Coated Text, Basis Size 25 x 38", 100 lbs. per 500 sheets, equal to JCP Code A261	57	240.00	13,680.00	34.11	1,944.27
(k)	White Litho Coated Cover, Basis Size 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L10	1,000	125.00	125,000.00	38.44	38,440.00
(l)	White Litho Coated Cover, Basis Size 20 x 26", 100 lbs. per 500 sheets, equal to JCP Code L10	1,000	240.00	240,000.00	48.17	48,170.00
(m)	White No. 1 Coated Cover, Gloss-finish, Basis Size 20 x 26", 100 lbs. per 500 sheets, equal to JCP Code L11	900	240.00	216,000.00	52.50	47,250.00
(n)	White No. 1 Coated Cover, Gloss-finish, Basis Size 20 x 26", 120 lbs. per 500 sheets, equal to JCP Code L11	49	280.00	13,720.00	80.00	3,920.00
(o)	White Starbright Cover, Basis Size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L21	1,847	165.00	304,755.00	43.68	80,676.96
(p)	White Writing Envelope, with standard window, Basis Size 17 x 22", 24 lbs. per 500 sheets, equal to JCP Code V20	10	246.00	2,460.00	59.00	590.00
<b>III. ADDITIONAL OPERATIONS:</b>						
(a)	Digital content proof, per trim / page-size unit	17	N/C		15.00	255.00
(b)	Folding (max. of two folds), per 1,000 leaves	2,473	60.00	148,380.00	15.00	37,095.00
(c)	Shrink wrap, per 100 units	151	25.00	3,775.00	22.00	3,322.00
(d)	Perforation / Score					
(1)	Makeready/Setup	6	25.00	150.00	20.00	120.00
(2)	Running, per 1,000	93	80.00	7,440.00	15.00	1,395.00
(e)	Personalized mailers, per side		20.00			
(1)	Makeready/Setup	32	60.00	1,920.00	35.00	1,120.00
(2)	Running, per 1,000	123	80.00	9,840.00	36.00	4,428.00
(3)	Stuff first insert into envelopes, per 1,000	3	60.00	180.00	30.00	90.00
(4)	Collate and Stuff each additional inserts (up to six inserts), per 1,000	7	90.00	630.00	8.00	56.00
(f)	Wafer seals, per 1,000	95	*	-----	22.50	2,137.50
(g)	Kits, per 1,000 sets					
(1)	From two to five pieces	3	120.00	360.00	352.00	1,056.00
(2)	From six to 10 pieces	1	240.00	240.00	418.00	418.00
(3)	From 11 pieces to 15 pieces	60	360.00	21,600.00	484.00	29,040.00
(h)	Timework, per hour * See limitations per contract	50	35.00	1,750.00	65.00	3,250.00
(i)	Computer data processing/system timework, per hour * See limitations per contract	26	65.00	1,690.00	65.00	1,690.00

**CONTRACTOR TOTALS**  
**DISCOUNT if any**  
**DISCOUNTED TOTALS**

Net ----- **AWARDED \$490,962.38**  
Net ----- **\$490,962.38**

\*Did not enter a price

Prepared by: Darla Wear  
Reviewed by: Beverly Boescher

U.S. GOVERNMENT PUBLISHING OFFICE

Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Posters, Postcards, Brochures, and Flyers for the GPO Pueblo Distribution Center

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

U.S. Government Publishing Office, Pueblo Distribution Center

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning date of award and ending July 31, 2022, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract. The anniversary date of this contract shall be considered August 1.

**BID OPENING:** Offers shall be opened at 2:00 p.m., prevailing Denver, CO, time, on July 29, 2021.

**BID SUBMISSION** Due to the COVID-19 pandemic, the physical office will NOT be open, therefore this will NOT be a public bid opening. Based on this, bidders MUST submit email bids to [bidsdenver@gpo.gov](mailto:bidsdenver@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The 1840-S bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 2:00 p.m., prevailing Denver, CO time, on July 29, 2021, on the bid opening date specified above will not be considered for award.

All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. With particular attention to the following: Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

**THIS IS A RE-ADVERTISEMENT 1840S R1.** The bid opening has been extended. All previously submitted bids will not be considered. All interested contractors MUST resubmit their bids for consideration, and contractors are encouraged to read the entire specification prior to bidding with special attention to the Schedule of Prices

**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 a 50-mile radius of Pueblo Distribution Center (address under “Distribution”).

NOTE: These specifications have been revised EXTENSIVELY. Please read through the whole contract prior to bidding.

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For information of a technical nature, contact Deb Eichfeld at (303) 225-6976; or email [deichfeld@gpo.gov](mailto:deichfeld@gpo.gov).

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE

On the internet <https://www.gpo.gov/gpo/abstracts/abstract.action?region=Denver>.

**EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Request for Quote will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

**SUBCONTRACTING:** Subcontracting will not be permitted.

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs; Average Type Dimension; Electronic Media
P-8. Halftone Match (Single and Double Impression)	Approved Proofs; Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs; Electronic Media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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.

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**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from date of award to July 31, 2022, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending April 30, 2021, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with “Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

**NOTE:** *For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual production begins August 1, 2021.*

1. BLS code 0913-0119 for Offset and Text and 0913-0118 for Coated will apply to all paper required under this contract.
2. The applicable index figures for the month of July 2021, will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.

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5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ \_\_\_\_\_\_ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for Item II, "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**SECURITY WARNING:** It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

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**SECURITY CONTROL PLAN:** The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials.

Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

**POST AWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by the Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Denver Regional Office, immediately after award. At the option of the Government, the post award conference may be held via teleconference or waived.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order guided 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 guided, 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 guided under the contract from date of award to July 31, 2022, plus for such additional period(s) as the contract is extended. All print orders guided hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "guided", upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders guided 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 guided 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.

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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 guide 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 guided in accordance with the "ORDERING" clause of this contract.

**PAYMENT:** The GPO Denver Regional 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 a copy of the approved billing certification sheet and the accompanying 2511 print order with all additional pages are to be submitted by the agency and the contractor to the GPO Denver office, via email to: [InfoDenver@gpo.gov](mailto:InfoDenver@gpo.gov).

After examination and certification by the ordering agency, contractor must submit their invoice to GPO. Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

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

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 15000, 25000, 45000, 65000, 85000, 95000 the billing certification requirement is WAIVED.



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## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the design and/or the production of face only and/or face and back posters, postcards, brochures, and flyers requiring such operations as design, printing, binding, packing, mail merge, preparation for mailing, and distribution.

**TITLE:** Posters, Postcards, Brochures, and Flyers for the GPO Pueblo Distribution Center

**FREQUENCY OF ORDERS:** Approximately 80 orders per year.

Approximately 10% of the orders will require design and development, and/or mail merge. Approximately 10% of the orders will require personalized letters printed, and sealed with wafer seals or stuffed in envelopes in preparation for mailing through the USPS.

**QUANTITY:** Approximately 500 to 50,000 copies per order. Most range between 1,000 to 10,000 copies.

### TRIM SIZES:

Format A – 4 x 6”

Format B – 5 x 7”

Format C – 8-1/2 x 11”

Format D – 11 x 17”

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

Platform:Macintosh OS 10.15.2 and newer; Windows 10 and newer.

Storage Media:FTP or Email.

Software:Adobe Acrobat, version 10 or later, or Adobe InDesign Creative Cloud, most recent version.

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

**Fonts:** All printer and screen fonts will be furnished/embedded, as applicable. Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

**Additional Information:** No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. Colors will be provided in CYMK and RGB. Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only. CYMK to be used for color identification.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

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**Mailing:** Addresses for Mailing: Addresses furnished in MS Excel (.xlsx) to contractor via SECURE means to protect PII information. Addressees to be printed in standardized format to meet U.S. Postal regulations.

**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 be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors other than those described below, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency and the GPO printing specialist immediately upon discovery.

The contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to:

- color guides and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (e.g., bleeds, trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used

The contractor shall create/extend bleeds, create or alter any necessary trapping, set proper screen angles and frequency, define proper file output selection for the imaging device being utilized, and ensure that the black type is a solid black, NOT a process build. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

Upon completion of each order, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PROOFS:** The contractor is cautioned that proofs must be made from the final digital files (used for printing) that are to be delivered to the Government.

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

When ordered, no charges will be allowed for PDF soft proofs.

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When ordered, composite digital color content proof. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proof 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 only and/or face and back, trimmed and folded to the finished size of the product, as applicable.

Submit proofs together with the furnished media (including visual when applicable) and a prepaid air bill to the contact indicated on print order. The proof is to include contractor's proof cover memo form, with information identifying a point of contact, their phone number at the contractor's plant, full identification of the order and to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs.

All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO Jacket Number, Program Number, Print Order number and publication title. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs by the date specified in the contract, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

The contractor must notify the agency contact by email, and/or phone call when the proofs are shipped to the department with the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the agency and GPO contract administrator that the proofs have not been returned.

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

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

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

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**STOCK/PAPER:** BIDDERS, PLEASE NOTE: GPO has guided a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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

- White Uncoated Text, Basis Size 25 x 38", Basis weight 60 lbs. and 70 lbs. per 500 sheets, equal to JCP Code A60
- White Smooth and Embossed Text; Basis Size 25 x 38", Basis weight 70 lbs. and 80 lbs. per 500 sheets, equal to JCP Code A91
- White Litho Coated Book, Basis Size 25 x 38", Basis weight 70 lbs. and 80 lbs. per 500 sheets, equal to JCP Code A180.
- White No. 1 Gloss-Coated Text, Basis Size 25x38", Basis weight 100 lbs. per 500 sheets, equal to JCP Code A181.
- White Matte-Coated Text, Basis Size 25 x 38", Basis weight 80 lbs. and 100 lbs. per 500 sheets, equal to JCP Code A240
- White No. 1 Silk / Dull-Coated Text, Basis Size 25 x 38", Basis weight 100 lbs. per 500 sheets, equal to JCP Code A261
- White Litho Coated Cover, Basis Size 20 x 26", Basis weight 80 lbs. and 100 lbs. per 500 sheets equal to JCP Code L10
- White No. 1 Coated Cover, Gloss-finish, Basis Size 20 x 26", Basis weight 100 lbs. and 120 lbs. per 500 sheets, equal to JCP Code L11.
- White Smooth and Embossed Cover, Basis Size 20 x 26", Basis weight 65 lbs. per 500 sheets, equal to JCP Code L21. Must be Starbright paper.
- White Writing Envelope, with standard window and security tint, Basis Size 17 x 22", Basis weight 24 lbs. per 500 sheets, equal to JCP Code V20

**PRINTING:** Print face or face and back in four color process/full color or black only.

Envelopes print return address along with USPS permitted information in black ink and the LOGIN.GOV logo printed in red located approximately 2 inches from the left edge and approximately ½ inch from the bottom edge. These will be printed on #10 window envelopes with security tint. The contractor is to provide an inside security tint pattern in blue ink. The contractor may provide their own standard pattern; however, it MUST provide complete confidentiality of the contents contained within. See Attachment B: LOGIN.GOV envelope.

When ordered, flood coat with an aqueous coating on products with a gloss or satin/matte finish as specified on the print order. Aqueous coating will be charged as an additional color of ink within the Section 4. – Schedule of Prices, I. Print.

**MARGINS:** As indicated on the print order or furnished electronic file. Bleeds maybe required.

**BINDING:** As indicated on the print order:

- Folding (maximum of two folds).
- Perforation / Score.
- Wafer Seals. Two or three wafer seals may be required to seal mailers. Number of seals will be indicated on the print order.

**NAME TENT CARDS** – 8-1/2 x 11" 4-color process on White Smooth and Fancy-Finish 70-pound Text paper, perforated and folded.

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**DEVELOPMENT AND DESIGN:** An occasional order will require the development and/or design of a product.

The designer must have the knowledge to demonstrate the ability to design content as requested on the print order. Agency may provide text in Microsoft Word, Excel, or PowerPoint, requiring the contractor to design and return to the agency in Adobe Acrobat format. This additional design work by the contractor must match agency specifications. This order will be charged under III. (i).

**PERSONALIZED MAILERS:**

When ordered, imprint, fold, and stuff envelopes, and deliver individual copies to USPS. Folded and stuffed envelopes to be Pre-Sorted FIRST CLASS postage as provided by the agency. Agency will provide template(s) and separate address files in Microsoft Excel spreadsheet. The file will contain business and residential addresses with up to five lines. Any residential addresses will be provided by the agency to the contractor via secure means. Contractor must provide receipt of permit mailing distribution list and notify the government and GPO representative of any discrepancies in the distribution list and certifications before mailing/shipping. The cost will be charged under III. (e).

As requested, personalized mailers will have to be delivered to the agreed upon local USPS site. Contractor will use an established permit for mailing out of GPO Pueblo's permitted USPS facility.

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

The contractor is required to ensure zip code sequence that allows the Government to receive the most economical rate, including carrier routes, 5-digit automation and non-automation routes, and 3-digit zip code routes. The contractor must combine all like pieces and presort for the best possible rate. Any additional postage as a result of the contractor's failure to do this will be recovered from the contractor.

Contractor will be responsible for providing a unique identifying number that will be used to track each individual notice, thereby providing 100% accountability and validating the integrity of every notice produced in all phases of printing, inserting, and mailing and to ensure all notices received were correctly entered into the U.S. postal system.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. USPS will return a verified copy of USPS form(s) to the contractor. The contractor must forward a copy to the ordering agency identifying the Program Number, Print Order, and Jacket Number as appropriate within 24 hours of delivery to the post office.

**Certificate of Conformance:** When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 1-85), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS (a duplicate copy must be submitted to the agency with the copy of the billing certification) as well as with the final billing submitted to the GPO.

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

**PACKING:** As indicated on the print order:

Shrink wrap in 25's, 50's, or 100's.

On occasion, kits will have to be constructed. This will require up to 15 pieces that are collated and shrink wrapped together with a chipboard backing. Each kit is individually packaged.

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Individual orders may require cushioned shipping bags, preparing shipping bundles, packing and sealing shipping containers, palletizing, marking packages and shipping bundles or containers by printing, stenciling, or labeling.

All orders must be packaged in such a manner to prevent contents from shifting within the container.

The method of packing will be indicated on the print order for each and must be accomplished in accordance with specifications. Each package unit must contain uniform quantities.

Packing and Palletizing will be in accordance with Attachment A.

**LABELING AND MARKING: (Package and/or Container label):**

Contractor to download the GPO Form 905, R. 7-15 “Labeling and Marking Specifications” form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf>, fill in appropriate blanks, and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders requested, must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). 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 label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. 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 signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**DISTRIBUTION:** Deliver f.o.b. destination to:

US Government Publishing Office  
Pueblo Distribution Center  
31451 United Ave.  
Pueblo, CO 81001

Inside Delivery required on any orders less than a pallet. These orders will have to be delivered inside.

**F.O.B. Contractor’s City:** The number of copies to be sent to each addressee will be listed on the provided distribution list. The number of addresses will vary during the term of the contract. Destinations may include all 50 states, all U.S. territories, Washington, DC, and APO/FPO addresses.

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Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1840-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to picking up and returning materials (as applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

The ordering agency will be responsible for determining on each print order what the unique quantity of Superintendent of Documents quantities are to be. Email copy of the 2511 Form along with a copy of the product (or front cover if a book) to [intenttopublish@gpo.gov](mailto:intenttopublish@gpo.gov). Response should be given within 4 hours. Add this quantity to the bottom of the 2511 form if ordering copies.

Depository copies will ship f.o.b. destination to the following two (2) addresses with the quantities required as noted on the 2511 Form. Any questions regarding the Superintendent of Documents copies, contact the printing specialist noted on page 1 of these specifications at (303) 236-5292.

The contractor will be reimbursed by submitting a properly completed shipping receipt with the voucher/invoice for billing.

BAC (C&I) 1523-01  
U.S. Government Publishing Office  
Federal Depository Library Program  
Mail Stop: FDLP  
44 H St., NW, Loading Dock  
Washington, DC 20401  
Item No. \_\_\_\_\_

BAC (By-Law) 1525-01  
Library of Congress  
U.S. Serials and Government Documents Section  
U.S. Anglo Division  
101 Independence Avenue, SE, Stop 4276  
Washington, DC 20540-4276  
Marked: Depository File Copies

**RECEIPT FOR DELIVERY:** The 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 for payment.

**SCHEDULE:** The contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). The schedule will begin the workday after notification of the availability of the print order and furnished material.

Complete production and distribution must be made on majority of orders within 3 to 10 workdays after furnished material and print order are made available. A minimum of six days will be allowed when a hard proof is required. The exact date will be indicated on the print order.

Proofs will be held no more than 3 working days by the Government.

The proof hold period by the Government begins when proofs are received by the designated party and ends when the contractor is notified that the proofs are available for pick-up by the contractor or their designated service.

For all shipments the ship/deliver date indicated on the print order is the date the products ordered MUST BE DELIVERED to the destinations.

The delivery date indicated on the print order is the date products ordered for delivery must be delivered to the destination specified.

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Unscheduled material such as Government bills of lading, shipping 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.

For compliance reporting purposes, the contractor must notify the GPO Denver Regional Office of the date of delivery. Email [infodenver@gpo.gov](mailto:infodenver@gpo.gov) or via facsimile at (303) 236-5332.



**SECTION 3 - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices bid 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.

	(1)	(2)	(3)	(4)	(5)	(6)
I. (a)	X	X	X	X	29	44
(b)	X	X	X	X	4	25
(c)	2	20	1	5	270	4,925
(d)	X	X	1	5	8	13

## II.

(a)	35
(b)	35
(c)	85
(d)	84
(e)	953
(f)	953
(g)	27
(h)	2
(i)	1
(j)	57
(k)	1,000
(l)	1,000
(m)	900
(n)	49
(o)	1,847
(p)	10

## III.

(a)	17
(b)	2473
(c)	151
(d)	
(1)	6
(2)	93
(e)	
(1)	32
(2)	123
(3)	3
(4)	7
(f)	95
(g)	
(1)	3
(2)	1
(3)	60
(h)	50
(i)	26

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to GPO Pueblo Distribution Center and f.o.b. contractor’s city for all mailed parcel shipments or any other method required by the Government.

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

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

An entry of “NC” (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government.

Quotes submitted with “NB” (No Quote), “NA” (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

**I. PRINTING:** The Government will determine the lowest bid by applying the prices bid 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.

	Black ink		Each Additional Color of Ink		4-Color Process	
	Makeready/ <u>Setup Charges</u>	Per 1,000 <u>Copies</u>	Makeready/ <u>Setup Charges</u>	Per 1,000 <u>Copies</u>	Makeready/ <u>Setup Charges</u>	Per 1,000 <u>Copies</u>
	(1)	(2)	(3)	(4)	(5)	(6)
a. Format A, per side	\$ XXX	\$ XXX	\$ XXX	\$ XXX	\$ _____	\$ _____
b. Format B, per side	\$ XXX	\$ XXX	\$ XXX	\$ XXX	\$ _____	\$ _____
c. Format C, per side	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d. Format D, per side	\$ XXX	\$ XXX	\$ _____	\$ _____	\$ _____	\$ _____

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

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**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 make-ready or running spoilage must be included in the prices offered.

NOTE: Trim size of up to 5-1/2 x 8-1/2" will be billed at one half (1/2) a page size unit per leaf. Computation of the net number of leaves will be based on the following: Text/Cover - Each page-size leaf 17 x 11" equal two-page sized leaves. Page size will be determined by dividing its trim size by 94 sq. in., with any fractional remainder being counted as a whole.

	<u>Per 1,000 Leaves</u>
(a) White Uncoated Text, Basis Size 25 x 38", Basis weight 60 lbs. per 500 sheets, equal to JCP Code A60	\$ _____
(b) White Uncoated Text, Basis Size 25 x 38", Basis weight 70 lbs. per 500 sheets, equal to JCP Code A60	\$ _____
(c) White Smooth and Embossed Text; Basis Size 25 x 38", Basis weight 70 lbs. per 500 sheets, equal to JCP Code A91	\$ _____
(d) White Smooth and Embossed Text; Basis Size 25 x 38", Basis weight 80 lbs. per 500 sheets, equal to JCP Code A91	\$ _____
(e) White Litho Coated Book, Basis Size 25 x 38", Basis weight 70 lbs. per 500 sheets, equal to JCP Code A180.	\$ _____
(f) White Litho Coated Book, Basis Size 25 x 38", Basis weight 80 lbs. per 500 sheets, equal to JCP Code A180.	\$ _____
(g) White No. 1 Coated Text, Gloss-finish, Basis Size 25 x 38", Basis weight 100 lbs. per 500 sheets, equal to JCP Code A181.	\$ _____
(h) White Matte-Coated Text, Basis Size 25 x 38", Basis weight 80 lbs. per 500 sheets, equal to JCP Code A240	\$ _____
(i) White Matte-Coated Text, Basis Size 25 x 38", Basis weight 100 lbs. per 500 sheets, equal to JCP Code A240	\$ _____
(j) White No. 1 Silk / Dull-Coated Text, Basis Size 25 x 38", Basis weight 100 lbs. per 500 sheets, equal to JCP Code A261	\$ _____
(k) White Litho Coated Cover, Basis Size 20 x 26", Basis weight 80 lbs. per 500 sheets, equal to JCP Code L10	\$ _____
(l) White Litho Coated Cover, Basis Size 20 x 26", Basis weight 100 lbs. per 500 sheets, equal to JCP Code L10	\$ _____
(m) White No. 1 Coated Cover, Gloss-finish, Basis Size 20 x 26", Basis weight 100 lbs. per 500 sheets, equal to JCP Code L11.	\$ _____
(n) White No. 1 Coated Cover, Gloss-finish, Basis Size 20 x 26", Basis weight 120 lbs. per 500 sheets, equal to JCP Code L11.	\$ _____
(o) White Starbright Cover, Basis Size 20 x 26", 65 lbs. per 500 sheets, Basis weight equal to JCP Code L21.	\$ _____
(p) White Writing Envelope, with standard window, Basis Size 17 x 22", Basis weight 24 lbs. per 500 sheets, equal to JCP Code V20	\$ _____

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

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**III. ADDITIONAL OPERATIONS:**

- |  |          |
|--|----------|
| (a) Digital content proof, per trim / page-size unit                         | \$ _____ |
| (b) Folding (max. of two folds), per 1,000 leaves                            | \$ _____ |
| (c) Shrink wrap, per 100 units   | \$ _____ |
| (d) Perforation / Score  |          |
| (1) Makeready/Setup  | \$ _____ |
| (2) Running, per 1,000   | \$ _____ |
| (e) Personalized mailers, per side   |          |
| (1) Makeready/Setup  | \$ _____ |
| (2) Running, per 1,000   | \$ _____ |
| (3) Stuff first insert into envelopes, per 1,000                             | \$ _____ |
| (4) Collate and Stuff each additional inserts (up to six inserts), per 1,000 | \$ _____ |
| (f) Wafer seals, per 1,000   | \$ _____ |
| (g) Kits, per 1,000 sets   |          |
| (1) From two to five pieces  | \$ _____ |
| (2) From six to 10 pieces  | \$ _____ |
| (3) From 11 pieces to 15 pieces  | \$ _____ |
| (h) Timework, per hour   | \$ _____ |
| (i) Computer data processing/system timework, per hour                       | \$ _____ |

NOTE: "**Timework**" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds two hours **or** for other than aa's will only be allowed under exceptional circumstances and must **specifically authorized** by the Contracting Officer using a subsequent Contract Modification(s).

NOTE: For data processing/system timework, a timework charge will be permitted. "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds three hours **or** for other than aa's will only be allowed under exceptional circumstances and must be specifically authorized by the Contracting Officer using a subsequent Contract Modification(s).

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

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**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the offeror has selected the city and state shown below in the address block, and the quote or offer will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Offeror hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**QUOTE ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this quote is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day quote acceptance period may result in expiration of the quote prior to award.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the offeror, by signing and submitting a quote, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Offeror \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

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

\_\_\_\_\_  
(City - State - Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

**COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID**



***THIS SECTION FOR GPO USE ONLY***

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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#### ATTACHMENT A: PACKAGE AND PALLET INSTRUCTIONS

Delivery truck must be able to reach standard height dock.

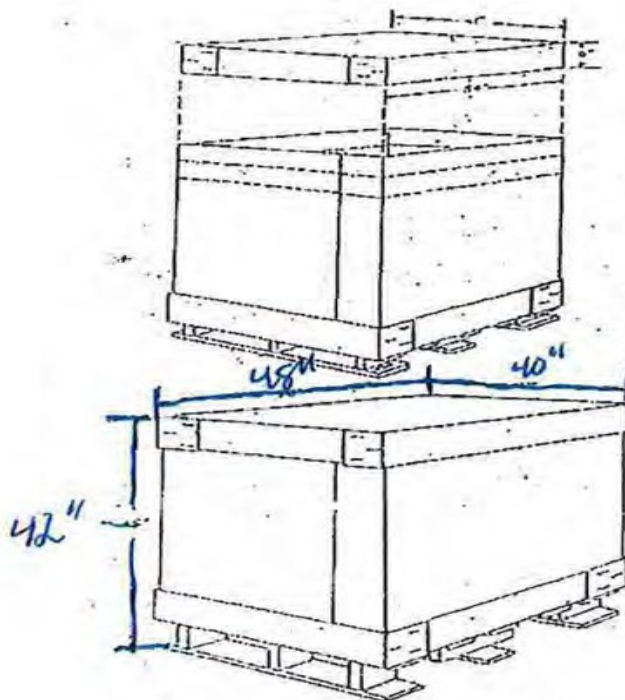
#### PACKING:

Pack in cartons.

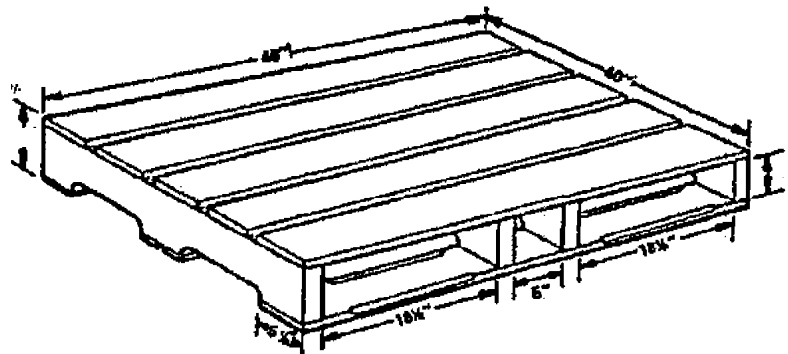
All cartons must be labeled with GPO form 905. Contractor must complete: the originating address; destination address, quantity per carton (pack with consistent quantity in all cartons); Sub. Id. No. (Item #); Title; quantity per carton, and packages per carton.

#### Carton Specifications:

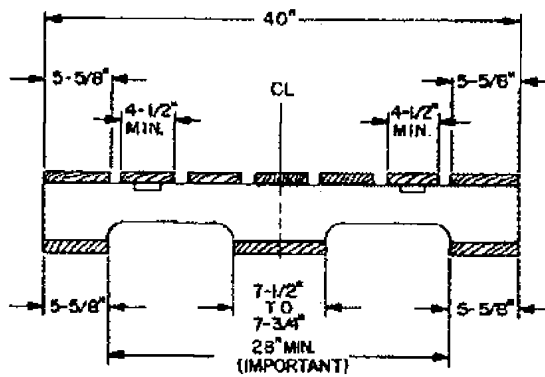
1. Maximum Carton Weight of 45 lbs.
2. Minimum 200 lbs. edge crush test.
3. Cartons must not be packed solidly (top and sides) and sealed with heavy-duty tape (preferably reinforced), to be ready for reshipment out as individual boxes via UPS, FedEx, or USPS.
4. Each carton must contain only one item number.
5. Shipments of 16 or more cartons must be palletized.



### Stringer and Deckboard Design for Type III, Four-way (Partial) Flush Pallet



NN-P-7.1.C

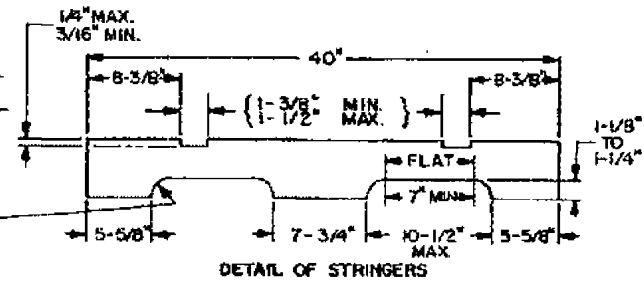


LOCATE NAILING ON BOTH SIDES OF STRAP SLOTS

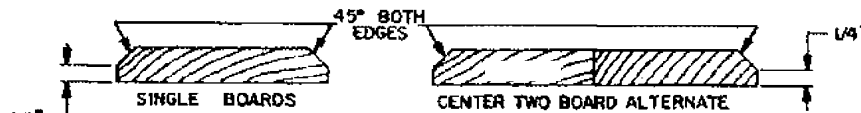


ALTERNATE TWO BOARD CONSTRUCTION

3/4" MIN RAD FOR CUTOUS



DETAIL OF STRINGERS



CHAMFER EDGES FOR ALL BOTTOM BOARDS

END VIEW



Posters, Postcards, Brochures, and Flyers for the GPO Pueblo Distribution Center  
1840-S R1 (7/22)

ATTACHMENT B: LOGIN ENVELOPE

