

U.S. GOVERNMENT PUBLISHING OFFICE  
Southcentral Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**VARIOUS PRINTED PRODUCTS**

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

Department of Transportation  
Transportation Safety Institute

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending July 31, 2025, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on July 29, 2024 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date and time specified above will not be considered for award.

**BIDDERS, PLEASE NOTE:** These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, call Denise Przybylowicz at (214) 767-0451, x7 or email dprzybylowicz@gpo.gov.

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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:** The predominant production functions will be printing. Any contractor who cannot perform the predominant production functions will be declared non-responsible.

**GPO IMPRINT REQUIREMENTS:** 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	OK Proofs/Average Type Dimension/Electronic Media
P-8. Halftone Match (Single and Double Impression)	OK Proofs/Electronic Media
P-10. Process Color Match	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).

**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, 2025 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, 2024, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, immediately after award.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award, 2024 through July 31, 2025, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” 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 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.

**ADDITIONAL 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.

**PAYMENT:** 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/agency/billing-and-payment>.

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

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of digital printing of forms, books, and pamphlets, and tabbed dividers requiring such operations as printing, binding, packing and distribution.

**TITLE:** Various Printed Products

**FREQUENCY OF ORDERS:** Approximately 70 orders per year.

More than one item may be ordered per print order.

**QUANTITY:**

Books and Pamphlets: Approximately 2 to 200 copies per order.

Flat Sheet Forms: Approximately 50 to 2,600 copies per order.

Two - Piece Cover Inserts and Spine Inserts: Approximately 2 to 200 copies per order.

Tab Dividers : Approximately 2 to 140 dividers per book, per order.

**NUMBER OF PAGES:**

Books and Pamphlets: Approximately 8 to 600 pages (plus cover, when ordered) per order.

Flat Sheet Forms: Print face only or face and back.

Two-Piece Cover Inserts and Spine Inserts: Face only.

Tab Dividers: Face only.

**TRIM SIZES:**

Book and Pamphlets: 8-1/2 x 11".

Flat Sheet Forms: 8-1/2 x 11".

Two-Piece Cover Inserts and Spine Inserts: 10 x 11" (two-piece cover); 3 x 11" (spine insert; width of spine may vary).

Tab Dividers: 8-1/2 x 11" with 1/2" tab (overall size of 9 x 11").

**GOVERNMENT TO FURNISH:** Print Orders.

Files in PDF format. Files may consist of multiple sections to be collated into one cohesive publication. Agency will furnish additional information for collation instructions.

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

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**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, media damage,

or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

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

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

**PROOFS:** When ordered, one (1) 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.

The proofs will be checked for quality and compliance with these specifications.

Proofs will be emailed to [Lynna.forbus@dot.gov](mailto:Lynna.forbus@dot.gov).

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**

**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. 13" dated September 2019.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.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 sample(s).

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

Text and Flat Sheet Forms: White and Colored, Plain Copier, Xerographic, basis weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP O-65. It is anticipated that 95% of the pages will print on white paper.

Flat Sheet Forms, Covers & Tab Dividers: White and Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Protective front cover: Clear mylar with a minimum thickness of 0.005".

Back Cover: Dark blue leatherette grained stock, approximately 17 mil thick.

**PRINTING:** At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Text: Print face and back, head-to-head in black ink or four-color process. NOTE : It is estimated that the majority of the pages will print in four-color process.

Covers: Print Cover 1 in four-color process. Cover 2 is blank. When required, Covers 3 and 4 are blank.

NOTE: When required, mylar front covers and blue leatherette back covers do not print.

Flat Sheet Forms: Print face only or face and back in black ink or four-color process.

Two-Piece Cover Inserts and Spine Inserts: Print both inserts face only in four-color process.

Tab Dividers: Print face only on the tab only (no body copy) in Pantone 300 (Blue).

The GPO imprint is waived and must not print on the finished product.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic file.

Books and Pamphlets: Adequate gripper margins throughout except an occasional order may bleed.

Flat Sheet Forms: Most will bleed three or four sides. Orders may fold, stitch, or drill as annotated on print order.

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

Coil bound books will trim four sides, punch suitably and spiral bind. Insert blue (close color match to Pantone 300 Blue plastic spiral coils of a suitable capacity. Some orders contain a clear acetate front cover and blue leatherette back cover.

Three hole punched books will trim four sides, collate cover insert, and spine with text (tab dividers), and shrink-film wrap.

Drilling will require three 3/8" diameter holes centered on the 11" side, 4-1/4" center to center. Center of holes are to be 3/8" from left edge of product. Other drilling requirements may be ordered. Do not drill cover and spine combinations.

Tabs must be reinforced by the lamination method of a single thickness of clear plastic, cellulose acetate, polyethylene terephthalate, or equal materials, securely bonded to each side of the divider, shall lap over at least 3/8" on to the base sheet and shall extend at least 3/8" beyond the tab ends. The outer edge of the tab must be smooth.

Flat Sheet Forms looseleaf will trim four sides.

Trifolds will fold to approximately 3-2/3 x 8-1/2" with two vertical folds, title panel out. Score on the fold. Grain must run parallel to spine.

Stitched (ULC) items will stitch once in the upper left corner.

**PACKING:** Shrink-film pack as ordered on individual print order. An occasional order will require a chipboard or equal stiffener in each shrink-film package to ensure that contents do not curl. Pack suitably. Pack to protect tab divider extensions. Three hole drilled books will typically shrink wrap each. Flat sheet forms will typically shrink wrap in units of 100.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.



**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

**DISTRIBUTION:** Deliver f.o.b. destination to: Lynna Forbus (405) 954-7575; TSI Transit Division; FIB, Room 153, 6500 S. MacArthur Blvd; Oklahoma City OK 73169.

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 1725-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery method, 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 (if applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** No definite schedule for pick-up of material can be specified. Print Orders will be emailed by agency.

When ordered, PDF soft proofs are to be emailed to [Lynna.forbus@dot.gov](mailto:Lynna.forbus@dot.gov).

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

When ordered, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor’s errors are judged serious enough to require them.

Proofs will be returned the same workday as their receipt at the ordering agency with changes/corrections/“O.K. to Print” provided via email.

All proof and transit times are included in the above specified schedule.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Southcentral compliance section via email at [infosouthcentral@gpo.gov](mailto:infosouthcentral@gpo.gov). Personnel receiving the email will be unable to respond to questions of a technical nature or to transfer any inquiries.

Adherence to this schedule must be maintained. Contractor must not start production of any order prior to receipt of the individual print order (GPO Form 2511).

Production and delivery to the Oklahoma City, OK address must be made within 5 to 15 workdays from receipt of the material, as ordered.

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

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as a guarantee of the volume of work which may be ordered under this contract for a like period of time.

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

- I. (a) 25
- II. (a) 1. 1584  
2. 3595
- (b) 1. 4392  
2. 9969
- (c) 1. 36  
2. 38
- (d) 1. 168  
2. 1310
- (e) 1. 168  
2. 1310
- (f) 1. 264  
2. 116
- III. (a) 15335  
(b) 809
- IV. (a) 2250  
(b) 2479  
(c) 2479  
(d) 2293  
(e) 5789  
(f) 5281  
(g) 7632

**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 nonresponsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), 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 invoices submitted to the GPO shall be based on the most economical method of production.

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

Cost of all required paper must be charged under "III. PAPER."

**I. PROOFING:** The prices offered must be all-inclusive and shall include the cost of all materials and operations as applicable.

(a) PDF proofs..... per proof.....\$ \_\_\_\_\_

**II. PRINTING, BINDING, PACKING, AND DISTRIBUTION:** Prices offered must be all inclusive and include the cost of materials and operations necessary (excluding paper) for the printing, binding (as specified), packing, and distribution of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Text and Cover: Printing in black, including trimming four sides..... per page.....	\$ _____	\$ _____
(b) Text and Cover: Printing in four-color process, including trimming four sides..... per page.....	\$ _____	\$ _____
(c) Two-Piece Cover Inserts/Spine Inserts: Printing in four-color process, including trimming four sides..... per set.....	\$ _____	\$ _____

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(d) Flat Sheet Forms: Printing in black ink, including trimming four sides ..... per set.....	\$ _____	\$ _____
(e) Flat Sheet Forms: Printing in four-color process, including trimming four sides ..... per side.....	\$ _____	\$ _____
(f) Tab Dividers: Printing in a single ink color, including binding..... per divider.....	\$ _____	\$ _____

**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text – Each page-size leaf.

Covers – Each page-size leaf. NOTE: Contractor will only be allowed to charge for the leaf/leaves that are required for the book/pamphlet covers.

Two-Piece Cover Inserts/Spine Inserts – Each page-size leaf. NOTE: Contractor will be allowed one-page size leaf for each spine insert.

Flat Sheet Forms – Each page-size leaf.

Tab Dividers – Each divider.

	<u>Per 100 leaves</u>
(a) Text: White and Colored Plain Copier, Xerographic (20-lb.).....	\$ _____
(b) Cover: White and Colored Index (110-lb.).....	\$ _____

**IV. ADDITIONAL OPERATIONS:**

- (a) Spiral (coil) binding (including punching and cost of plastic coil) ..... per copy .....\$ \_\_\_\_\_
- (b) Attaching clear Mylar cover (including cost of Mylar stock) ..... per copy .....\$ \_\_\_\_\_

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

- (c) Attaching Dark Blue Leatherette back cover  
(including cost of Leatherette stock) ..... per copy..... \$ \_\_\_\_\_
- (d) Folding and scoring ..... per 100 leaves.....\$ \_\_\_\_\_
- (e) Wire-stitching in upper left corner ..... per copy.....\$ \_\_\_\_\_
- (f) Three-hole drilling..... per 100 leaves.....\$ \_\_\_\_\_

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

- (g) Shrink-film wrapping (including collating)..... per package.....\$ \_\_\_\_\_

\_\_\_\_\_  
Initials

**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 bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, 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):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

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

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

Bidder \_\_\_\_\_

(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)

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**THIS SECTION FOR GPO USE ONLY**

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

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

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