

PROGRAM 3004-S March 1, 2013 THROUGH February 28, 2014 This contract has a one year base and a 4 year extension potential  
 TITLE: Short-Run Copying on a Fast Schedule

ITEM NO. & DESCRIPTION	BASIS OF AWARD	FedEx Office Missoula, MT		Pacific Office Automation Beaverton, OR		PREVIOUS FedEx Office, Missoula, MT	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
Format "A": Up to and including 8-1/2 x 11" Format "B": Over 8-1/2 x 11", up to and including 8-1/2 x 11" including 8-1/2 x 11"							
<b>I. COPYING, BINDING, PACKING &amp; DELIVERY:</b>							
(a) Color Copying:							
Text pages in color including the cost of loose-leaf binding. Cost per 100 copied pages.							
(1) Format "A".....	1776	25.00	44400.00	20.00	35520.00	35.00	62160.00
(2) Format "B".....	666	50.00	33300.00	40.00	26640.00	70.00	46620.00
(b) Black Copying:							
1. Text pages in black including the cost of loose-leaf binding. Cost per 100 copied pages.							
(1) Format "A".....	4144	2.00	8288.00	1.50	6216.00	N/C	
(2) Format "B".....	1554	4.00	6216.00	3.00	4662.00	N/C	
2. Tabbed dividers in black. Including the cost of stock, per 100 dividers.....	144	15.00	2160.00	15.00	2160.00	15.00	2160.00
3. Oversized, cost per square foot, includes the cost of 24 lbs. white Laser stock.....	4800	0.375	1800.00	0.25	1200.00	0.38	1824.00
<b>II. PAPER (Per 100 leaves):</b>							
(a) White Fancy Finish (24#):							
(1) Format "A".....	385	2.50	962.50	3.00	1155.00	5.00	1925.00
(2) Format "B".....	211	5.00	1055.00	6.00	1266.00	10.00	2110.00
(b) Colored Fancy Finish (24#):							
(1) Format "A".....	296	2.50	740.00	3.50	1036.00	5.00	1480.00
(2) Format "B".....	111	5.00	555.00	7.00	777.00	10.00	1110.00
(c) White Writing (20#):							
(1) Format "A".....	681	N/C		1.75	1191.75	3.50	2383.50
(2) Format "B".....	322	N/C		3.50	1127.00	7.00	2254.00
(d) White Laser (24#):							
(1) Format "A".....	1125	2.50	2812.50	2.50	2812.50	4.00	4500.00
(2) Format "B".....	355	5.00	1775.00	5.00	1775.00	8.00	2840.00
(e) Colored Writing (20#):							
(1) Format "A".....	237	2.50	592.50	3.00	711.00	5.00	1185.00
(2) Format "B".....	44	5.00	220.00	7.00	308.00	10.00	440.00
(f) White Index (110#):							
(1) Format "A".....	22	5.60	123.20	8.00	176.00	8.00	176.00
(2) Format "B".....	11	11.20	123.20	16.00	176.00	16.00	176.00
(g) Colored Index (110#):							
(1) Format "A".....	59	5.60	330.40	8.00	472.00	8.00	472.00
(2) Format "B".....	22	11.20	246.40	16.00	352.00	16.00	352.00
(h) White Vellum Finish Cover (65#)							
(1) Format "A".....	15	5.60	84.00	5.00	75.00	8.00	120.00
(2) Format "B".....	11	11.20	123.20	10.00	110.00	16.00	176.00
(i) Colored Vellum Finish Cover (65#):							
(1) Format "A".....	7	5.60	39.20	6.00	42.00	8.00	56.00
(2) Format "B".....	22	11.20	246.40	12.00	264.00	16.00	352.00
(j) Clear Plastic Cover (.010"to .015")							
(1) Format "A".....	30	15.00	450.00	25.00	750.00	15.00	450.00

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		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(k) Colored Plastic Cover (.010"to .015")							
(1) Format "A".....	44	15.00	660.00	30.00	1320.00	25.00	1100.00
(l) Carbonless transfer stock. 20 lbs. presorted standard colors; white, yellow, pink & goldenrod CF, CB & CFB coatings. Cost to include fan-a-part bonding.							
(1) Format "A".....	59	8.44	497.96	7.00	413.00	7.50	442.50
<b>III. ADDITIONAL OPERATIONS:</b>							
(a) Collating colored copied pages, foldins, dividers, slip sheets, and/or covers. Cost per 100 leaves.....	888	4.50	3996.00	1.00	888.00	2.00	1776.00
(b) Drilling up to 3 holes, cost per 100 leaves.....	370	0.75	277.50	1.00	370.00	N/C	
(c) Punch & bind with suitable plastic combs, cost per book.....	700	1.20	840.00	1.50	1050.00	1.00	700.00
(d) Punch & bind with suitable plastic coils, cost per book.....	600	1.50	900.00	2.00	1200.00	1.00	600.00
(e) Band with suitable rubber bands. Cost per book.....	800	N/C		0.25	200.00	N/C	
(f) Fold up to 3 parallel folds. Cost per 100 leaves.....	222	2.25	499.50	2.00	444.00	3.00	666.00
(g) Computer time work on electronic camera copy. Cost per hour.....	6	45.00	270.00	25.00	150.00	30.00	180.00
(h) Laminating with clear .003"to .005" thick lamination. Cost per square foot.....	84	0.75	63.00	1.50	126.00	1.50	126.00
(i) Collating forms and padding with regular padding compound. Cost per pad.....	296	0.375	111.00	0.40	118.40	0.50	148.00
(j) Numbering in one location with sequential numbering.							
(1) Makeready and/or setup.....	5	5.00	25.00	10.00	50.00	10.00	50.00
(2) Running per 100 numbers.....	5	5.00	25.00	5.00	25.00	5.00	25.00
(k) Shrink film wrap. Cost per shrink wrapped package.....	1400	0.45	630.00	0.25	350.00	0.10	140.00
(l) CD duplication, cost includes disc, duplication, printing the title on the disc in black & inserting the disc into a Tyvek envelope. Cost per 100 disc.....	12	3.50	42.00	150.00	1800.00	340.00	4080.00
(m) Mounting on Foamcore and trimming flush. Cost per square foot.....	288	3.71	1068.48	4.00	1152.00	3.71	1068.48
<b>CONTRACTOR TOTALS</b>			\$116,547.94		\$100,630.65		\$146,423.48
DISCOUNT			<b>NET</b>		<b>NET</b>		<b>NET</b>
DISCOUNTED TOTALS			30 days \$116,547.94		30 days \$100,630.65		30 days \$146,423.48

**AWARDED**

Reviewed by: \_\_\_\_\_

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

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Short-Run Copying on a Fast Schedule**

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

**Department of Agriculture  
U.S. Forest Service  
Missoula, MT**

Single Award

The term of this contract is for the period

**Beginning March 1, 2013 and ending February 28, 2014**

**BID OPENING:** Bids shall be publicly opened at 2 p.m., prevailing Seattle-time, on February 20, 2013.

**Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 3004-S" on the out side of the envelope.**



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



The following web address will allow you to print a copy of the current pricing abstract.  
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle> Scroll down and click on 3004-S.  
The spread sheet will be in a PDF format.

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

## SECTION 1.- GENERAL TERMS AND CONDITIONS

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



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

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

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

Product Quality Levels:

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

Inspection Levels (from MIL-STD-105):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7    Type Quality and Uniformity	Government Furnished Material.
P-8    Halftone Match (Single and Double Impression)	Government Furnished Material.
P-9    Solid and Screen Tint Color Match	Government Furnished Material.

**SUBCONTRACTING:** The predominant production function is press work.

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

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated. Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of this contract.

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

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

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

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

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

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

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

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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

**ORDERING:** Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from March 1, 2013 through February 28, 2014. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

**PAYMENT:** Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S.



Government Printing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.

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

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any. Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source. The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**RECOVERED MATERIALS PROGRAM:** The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

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

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

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of forms, books and CD disc production on a fast schedule requiring such operations as black and color copying, CD-ROM disc duplication, mounting, laminating, binding, packing, and delivery.

**TITLE:** Short-Run Copying on a Fast Schedule.

**FREQUENCY OF ORDERS:** Approximately 59 orders per year, consisting of 40 orders in format "A"; 15 will be in format "B" and 4 oversized orders. All oversized prints will include white 24 lbs Laser stock in the cost.

Tabbed dividers: Approximately 6 orders will require 24 tabbed dividers. Dividers will have standard tabs, non-mylered and drilled if required. All tabbed dividers will include White Index, 90 lbs in the cost.

Approximately 12 of the above mentioned orders will require one CD-ROM disc duplicated and inserted into a Tyvek disc envelope. CD disc and printed material may require collating.

**QUANTITY:** 100 copies per order.

**NUMBER OF PAGES:** 148 pages per copy.

**TRIM SIZES:** Format "A": Up to and including 8-1/2 x 11".  
Format "B": Over 8-1/2 x 11" up to and including 11 x 17".  
Over 11 x 17". The average size will be 12 square feet.  
Compact disc: 4.72" in diameter.

### GOVERNMENT TO FURNISH:

CD or DVD ROM, both IBM and/or Macintosh compatible. Software could include but is not limited to: CorelDraw, PhotoShop, PageMaker, InDesign, Quark XPress, PostScript and PDF files. Software will be in a variety of versions. Printer fonts will be provided on the disc. The contractor must have the latest software versions.

Collation sheets.

CD discs to be copied.

One reproduction proof (image size 7-7/8 x 6-1/8") for shipping container labels.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, 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.

Office Graphics files (e.g., files from Presentation, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce acceptable output as per specifications.

If supplied by the Government, a color visual will be considered the color standard. Vendors should match the supplied color visual as closely as possible given differences between inks, toners, and dyes. If no color visual is supplied, psychological reference colors (e.g., Green Grass, Blue Sky) will be used as the color standard.



If supplied by the Government, a black and white visual will be used as the standard for page integrity. Contractor must ensure that the job outputs exactly as the furnished visual.

The contractor will not receive additional compensation, or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to: 1) Color Issues and Shifts (RGB color data, no spot colors, loss of Black plate), 2) Page Integrity (text reflow), 3) Missing prepress features (e.g., bleeds, trim marks), or 4) Loss of text characters from graphic elements.

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This web site must allow the agency to post Government furnished material and print proofs from the site when required.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials and proofs from their secure website.

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.

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 specified quality level.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) 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 may accept, as digital deliverables, Postscript files, and Adobe Acrobat Portable Document Format (PDF) files. File type of the returned Government furnished materials will be specified on the print order.

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

**COPYING:** Approximately 70% will be gray scale copying, while the balance will be color. All oversized will be gray scale. Digital printing must be capable of smooth gradient tints with no banding or tone jumping. Minimum acceptable resolution is 1200 x 1200 dpi. 4800 x 600 is acceptable. HP Indigo 5500 or 7000, Xerox models 7000, 8000, 700, 800 and Xerox iGen4 are known to have this capability. Resolution of the contractor's machine will be reviewed at the time of award. Published resolutions will be used to determine suitability. Software enhanced or simulated resolution specifications will not be accepted.

Tabbed dividers will require copying one side only.

The contractor has the option to use printing duplicators, offset printing or digital printing equipment in the production of the items ordered under this contract, as long as the desired quality level is maintained.

There will be no imaging on the clear plastic sheeting.

**DISC MANUFACTURING:** CD-ROM Discs produced under this contract shall be in conformance with ISO 10149 CD-ROM Standards. Disc are 120mm (4.72") in diameter, single sided with a highly reflective metal layer sealed with a protective lacquer.

The data CD-ROM will be written in accordance with the ISO 9660 standards, Yellow Book Mode 1. Relaxed ISO 9660 filename restrictions are acceptable.

**DATA CAPACITY:** The contractor shall be capable of duplicating CD-ROMs containing up to 74 minutes of user data, (i.e., 620 megabytes of data in mode1).

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

**PRINTING:** Print the face of each CD disc in black, per the agency's instructions.

**PROOFS:** None required.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March, 2011. [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).



Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP. The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color specified.

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

White and Colored Smooth and Fancy Finish Text; basis size is 17 x 22", 24 lbs. per 500 sheets, equal to JCP D11.

White or Colored Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

White High Quality Laser, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP O61.

White or Colored Index, basis size 25-1/2 x 38-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

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

Clear and opaque-colored plastic sheeting, approximately 0.010" to 0.015" thick.

Carbonless paper sets: Presorted standard colors (white, yellow, pink and goldenrod). The cost of edge bonding will be included on the stock cost.

White and Colored Chemical Transfer Bond, CB, CF, CFB 20 lbs., basis size 17 x 22" per 500 sheets, equal to JCP O80.

**MARGINS:** Adequate gripper margins.

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

Loose-leaf: Gather and trim four sides; stitch with one stitch in the upper left corner or two side stitches.

Drill 3 holes 1/4" or 5/16" diameter holes, 4-1/4" center to center, centered on the 11" dimension, center of holes must be a suitable distance from the binding-edge.

Fold with up to 3 parallel folds as indicated on the print order.

Collating; most collating will require the following items to be collated into the black text pages of books requiring various binding styles: front and back covers, tabbed dividers, color copied leaves, black and/or colored foldins and colored slip-sheets.

Suitable black plastic combs or suitable black plastic coils; collate and bind.

Rubber band per book when indicated on the print order.

Laminate with clear plastic, approximately .003" to .005" thick. Forms will be laminated on one or two sides.

Dry mount on 3/16" thick Foamcore and trim flush, when required.

Collate and pad forms with regular padding compound, 25 to 100 forms per pad, as requested on the Print order. Back all pads with a suitable chipboard backing and trim three sides.

Numbering; number in one location with standard size sequential numbering in either black or red as requested on the print order.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the ordering agency. The subject line of this message shall be "Distribution Notice for Jacket Number, Purchase Order Number, and Print Order Number. The notice must provide all applicable tracking numbers, shipping method, and Title.

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

U.S. Agriculture / Forest Service  
Lolo National Forest  
Building 24, Fort Missoula  
Missoula, MT 59804

-or-

U.S. Agriculture / Forest Service  
Missoula Technology & Development Center (MTDC)  
5785 Highway 10 West; Attn: Publications Dist.  
Missoula, MT 59808-9361

Inside delivery is required for both of the above address.

And various other government agencies in the Missoula, area.

**PACKING:** Slip sheet with colored stock when indicated on the print order.

Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed.

Shrink film wrap in suitable quantities when indicated on the print order.

Insert one CD disc per white Tyvek disc envelope. Envelope to be 5 x 5" with an ungummed flap and a 4" diameter die cut covered window.

Mark the shipping containers with: the print order number, title of the order, and the number of items in each shipping container and/or in each bundle.

All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies must be borne by the contractor.

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

Government furnished material must be picked up from and delivered (f.o.b. destination) at the ordering Department--see address under "Distribution". On some orders, the agency may deliver camera copy and pick-up the finished product; when indicated on the Print Order.

The schedule starts the time the agency contacts the contractor as to the availability of a Print Order Form (2511 Form) and government furnished materials.

No definite schedule for pickup of material can be predetermined; however, it is anticipated that the following estimates will apply to the overall contract period.

Delivery must be made from 2 to 5 workdays of the availability of the government furnished materials.

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

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

**SECTION 3.- DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

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

		(1)	(2)
I.	a)	1,776	666
	b) 1)	4,144	1,554
	2)	144	XXXXX
	3)	4,800	
		(1)	(2)
II.	a)	500	274
	b)	385	144
	c)	885	418
	d)	1,462	462
	e)	308	58
	f)	29	14
	g)	77	29
	h)	19	14
	i)	10	29
	j)	38	XXXX
	k)	58	XXXX
	l)	77	XXXX
	III.	a)	888
b)		370	
c)		700	
d)		600	
e)		800	
f)		222	
g)		6	
h)		84	
i)		296	
j)			
1)		5	
2)		5	
k)		1,400	
l)		12	
m)	288		

**SECTION 4.- SCHEDULE OF PRICES**

**SUBMISSION OF OFFERS AND EVALUATION:** The offer shall be based upon supplying paper that meets or exceeds the minimum percentage of waste paper or postconsumer recovered material, as applicable, for all paper to be supplied under this contract. By submission of an offer, offerors are certifying that the paper to be supplied contains at least the minimum percentage specified.

This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

Bids offered are f.o.b. destination.

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), N/A or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts will be prorated at the "each rate" or the 100 rate, which ever applies.

**I.COPYING, PACKING AND DISTRIBUTION:** Price quoted shall include the cost of all required materials and operations necessary for the complete copying, and distribution of the products listed in accordance with these specifications.

**Format "A":** Up to and including 8-1/2 x 11"

**Format "B":** Over 8-1/2 x 11", up to and including 11 x 17".

		Format "A" <b>(1)</b>	Format "B" <b>(2)</b>
<b>(a) Color Copying:</b>			
	Text pages in color including the cost of loose-leaf binding, <b>per 100 copied pages.</b>	\$ _____	\$ _____
<b>(b) Black Copying:</b>			
	<b>1)</b> Text pages in black including the cost of loose-leaf binding, <b>per 100 copied pages.</b>	\$ _____	\$ _____
	<b>2)</b> Tabbed dividers in black. Including the cost of stock, <b>per 100 dividers.</b>	\$ _____	\$XXXXXXXX
	<b>3)</b> Oversized, cost per square foot, Includes the cost of stock.	\$ _____	

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

**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. The cost to cut the stock must be included in the line item cost. Computation of the net number of leaves will be based on the following:

**Format "A":** Up and including 8-1/2 x 11".

**Format "B":** Over 8-1/2 x 11" up and including 11 x 17".

	Format "A" (1)	Format "B" (2)
	<u>Cost Per 100 leaves</u>	
(a) White Fancy Finish (24 lbs.)	\$ _____	\$ _____
(b) Colored Fancy Finish (24 lbs.)	\$ _____	\$ _____
(c) White Writing (20 lbs.)	\$ _____	\$ _____
(d) White Laser (24 lbs.)	\$ _____	\$ _____
(e) Colored Writing (20 lbs.)	\$ _____	\$ _____
(f) White Index (110 lbs.)	\$ _____	\$ _____
(g) Colored Index (110 lbs.)	\$ _____	\$ _____
(h) White Vellum Cover (65 lbs.)	\$ _____	\$ _____
(i) Colored Vellum Cover (65 lbs.)	\$ _____	\$ _____
(j) Clear plastic Cover (0.010" to 0.015").	\$ _____	\$XXXXXXXXXX
(k) Colored plastic Cover (0.010" to 0.015").	\$ _____	\$XXXXXXXXXX
(l) Carbonless transfer, presorted (20 lbs.)	\$ _____	\$XXXXXXXXXX

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

**III. ADDITIONAL OPERATIONS:** The following are charges that are in addition to Item I. These charges will only be allowed when specified on the print order.

- (a) Collating colored copied pages, foldins, dividers, slip sheets and/or covers, **cost per 100 leaves.** \$ \_\_\_\_\_
- (b) Drilling up to 3 holes, **cost per 100 leaves.** \$ \_\_\_\_\_
- (c) Punch and bind with suitable plastic combs, **cost per book.** \$ \_\_\_\_\_
- (d) Punch and bind with suitable plastic coils, **cost per book.** \$ \_\_\_\_\_
- (e) Band with suitable rubber band, **cost per book.** \$ \_\_\_\_\_
- (f) Fold up to 3 parallel folds, **cost per 100 leaves.** \$ \_\_\_\_\_
- (g) Computer time work on electronic camera copy corrections, **per hour.** \$ \_\_\_\_\_
- (h) Laminating with clear .003 to .005" thick. **Cost per square foot.** \$ \_\_\_\_\_
- (i) Collating forms in 25's, 50's or 100's and padding using Regular padding compound. Back each pad with suitable Chipboard and trim three sides. **Cost per pad.** \$ \_\_\_\_\_
- (j) Numbering in one location with sequential numbering.
  - 1. Makeready and/or setup. \$ \_\_\_\_\_
  - 2. Running **per 100 numbers.** \$ \_\_\_\_\_
- (k) Shrink film wrap when required. **Cost per shrink wrap.** \$ \_\_\_\_\_
- (l) CD duplication, cost includes disc, duplication, printing the title on the disc in black and inserting the disc into a Tyvek envelope. **Cost per 100 discs.** \$ \_\_\_\_\_
- (m) Mounting on Foamcore and trimming flush, cost per square foot. \$ \_\_\_\_\_

\*\*\*\*\*

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

Bidder \_\_\_\_\_

\_\_\_\_\_  
City – State

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

\_\_\_\_\_  
Person to be contacted

\_\_\_\_\_  
Telephone Number