

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Weapons and Explosives Safety

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

Department of Naval Surface Warfare Center
(Indian Head Division)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending August 31, 2005, plus an optional 12-month extension period 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 publicly opened at 11:00 a.m., prevailing Washington, DC time, on October 25, 2004.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop PPSB, 36 H Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX NO. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information with the bid which will, on its face, demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

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

Abstracts of contract prices are available on our website at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature, call Linda Giacomo at (202) 512-0341. (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 (Rev. 8-02)).

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

Product Quality Levels:

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

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	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

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

- P-7. Average type dimension in publication, camera copy.
- P-8. Camera copy.
- P-9. Government furnished sample, color swatch, Pantone Matching System color.
- P-10. Color Proofs.

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 two (2) 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 August 31, 2005, 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 May 31, 2004, 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 a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job, as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Printing Office, Washington, DC, immediately after award.

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 through August 31, 2005, 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", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the 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.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of self-covered newsletters requiring such operations as electronic prepress, printing (including four-color process), varnishing, binding, packing, and distribution.

TITLE: Weapons and Explosives Safety.

FREQUENCY OF ORDERS: Quarterly.

QUANTITY: Approximately 3,500 to 4,000 copies per order.

NUMBER OF PAGES:

Newsletter – Approximately 8 to 16 pages per order.
Annual Insert – Approximately 2 to 4 pages.

TRIM SIZE: 8-1/2 x 11"

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

Platform: PC Windows 2000

Media: CD-ROM

Software: *Layout program* – QuarkXPress 5.0 (All custom letter spacing or kerning files included.)
Illustration programs – Adobe Illustrator 10.0 and Photoshop 7.0

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

Fonts: All screen and printer fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its contractor(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Files will be furnished in both Native Application and PostScript formats.

A visual (laser proof) of all pages and illustrations, showing color breaks, will be furnished. Contractor can anticipate four-color process separations and spot color. All trapping and dot gain calibrations to be performed by the contractor. Spot color will be specified with Pantone to Trumatch matching system.

GPO Form 952 (Disk Information Form) will be furnished.

Camera copy for reproduction of departmental return address and "Postage and Fees Paid" mailing permit.

Distribution list containing recipient addresses will be furnished electronically on CD-ROM or 3-1/2" disk.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 8/95), with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or in 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 products in accordance with these specifications.

Contractor may be required to furnish envelopes and shipping containers as follows:

Kraft envelopes	12 x 14"
Priority envelopes	16-1/2 x 12"
Government messenger envelopes	16-1/2 x 12"
Priority boxes	14 x 18"

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 production 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 assigned quality level.

Output from electronic media must be on a high-resolution image processor or at a minimum resolution of 2540 dots per inch.

All halftones are to be 150-line screen.

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 (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 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: Two (2) sets of digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back and trimmed and folded to the finished size of the product. At contractor's option, film-based Dylux (or similar) proofs may be furnished.

One (1) set of digital one-piece composite laminated color proofs (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi are required (indicate margins). These proofs must have all elements in proper position. The proofs must contain color control bars, tint patches and dot gain scale (such as Brunner, GATF, GRETAG, or RIT) repeated consecutively across the sheet. Proofs will be used for color match on the press and must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable. The make and model number of the proofing system utilized shall be furnished with the proofs. At contractor's option, one set of film-based one-piece laminated color proofs may be furnished.

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 can 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."

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. 11" dated February 1999.

All paper used in each copy must be of a uniform shade.

White Matte Coated Offset Book, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

PRINTING: Print newsletter and annual insert head-to-head in four-color process plus one additional color. The additional color must be printed as a flat PMS color. Screen builds are not permitted.

Match Pantone number as indicated on the print order.

NOTE: Orders must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

An occasional order may require spot varnishing with a clear non-yellowing varnish.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated June 2003. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT). These areas must be repeated across the entire press sheet.

MARGINS: Margins will be as indicated on the print order or furnished copy.

An occasional order may require bleed pages scattered throughout.

BINDING:

Newsletter –

Saddle-wire stitch in two places and trim three sides. Each product must contain a complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will be allowed.

Annual Insert –

For two-page insert, trim four sides. Insert loosely into center of saddle-stitched newsletter. Do NOT stitch insert.

For four-page insert, fold and trim three sides. Insert loosely into center of saddle-stitched newsletter. Do NOT stitch insert.

PACKING:

Bulk Shipments –

Insert copies, as specified on the print order, into kraft envelopes.

Pack envelopes into shipping containers.

Mailed Shipments –

The majority of single copies, except those sent to foreign destinations, must be mailed as self-mailers.

Single copies sent to foreign destinations must be inserted into kraft envelopes.

Insert single and multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds up to 24 pounds, must be packed in shipping containers (maximum gross weight 27 pounds).

LABELING AND MARKING:

Bulk Shipments –

Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments –

From furnished copy, produce departmental return address and permit imprint and affix to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and/or shipping containers.

From furnished electronic media, create and affix a recipient address label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and/or shipping containers. At contractor's option, addresses may be ink-jet imaged directly onto shipping package.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders 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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Naval Ordnance Safety and Security Activity, (NOSSA N7B1), Attn: Ginger Barron, 23 Strauss Avenue, Building D-323, Farragut Hall, Indian Head, MD 20640-5555.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination approximately 400 copies to: Naval Ordnance Safety and Security Activity, (NOSSA N7B1), Attn: Ginger Barron, 23 Strauss Avenue, Building D-323, Farragut Hall, Indian Head, MD 20640-5555.

Inside delivery to room number specified may be required.

Mail balance f.o.b. contractor's city.

Complete addresses and quantities will be furnished with each order.

NOTE: Contractor must use the USPS Bulk Mail Acceptance Unit, Washington, DC Postal Office, 900 Brentwood Road, NE, Washington, DC 20066-9998.

The mailings must be delivered to the USPS Bulk Mail Center in a condition ready for immediate entry into the mail stream. Delivery shall be made by a person accountable directly to the company responsible for the mailing and who shall have the authority to affect the mailing as necessary. Delivery of these mailings to the Postal Service by commercial carrier or a party not having direct authority and/or responsibility as discussed above will not be accepted.

All mailing shall be made at the First Class, Presorted First Class, and Presorted Standard rates.

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the voucher for billing.

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

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

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

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

Upon completion of each order, all furnished material and one sample copy must be returned to the address listed under "SCHEDULE".

All expenses incidental to returning materials, submitting proofs, 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).

Furnished material must be picked up from delivered to: Naval Ordnance Safety and Security Activity, (NOSSA N7B1), Attn: Donata Dow, 23 Strauss Avenue, Building D-323, Farragut Hall, Indian Head, MD 20640-5555.

No definite schedule for pickup of material can be predetermined.

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.

The numbers under the column headed "Workday After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>Workday After</u>
Contractor to submit proofs.....	2
Contractor to pick up proofs.....	1
Contractor must make complete production and distribution.....	5

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least two (2) workdays prior to the inspection. Notify the U.S. Government Printing Office, Agency Publishing Services, Team 7/8, Washington, DC 20401, or area code (202) 512-0341. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e) (1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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 specified and all products ordered f.o.b. contractor's city must be delivered to the USPS Bulk Mail Acceptance Unit, Washington, DC Postal Office.

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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

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 for a like period of time.

Travel expenses and per diem to be incurred by the Government for press sheet inspections on approximately four (4) orders will be a factor in determining award. This will be based on sending one (1) Government representative from the Washington, DC, area for two calendar days per trip.

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

	(1)	(2)
I. (a)	48	182
(b)	4	16
(c)	5	19
II. 1. (a)	10	
2. (a)	90	
(b)	60	
(c)	25	
(d)	10	

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

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) or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of 100 or 1,000 will be prorated at the per-100 or 1,000 rate.

A charge will be allowed for each page, whether printed or blank.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary for the complete printing and binding of the product listed in accordance with these specifications.

Prices must include the cost of all required proofs and paper/stock.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>Newsletter –</i>		
(a) Printing in four-color process plus one additional color	per page..... \$ _____	\$ _____
<i>Annual Insert –</i>		
(b) Printing in four-color process plus one additional color, including inserting into newsletter	per page..... \$ _____	\$ _____
(c) Varnishing	per page..... \$ _____	\$ _____

II. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of kraft envelopes; shipping bags, bundles, and containers; all necessary wrapping and packing materials; labeling or marking; and distribution, in accordance with these specifications.

1. *Bulk Shipments –*

(a) Packing and sealing shipping containers per container \$ _____

2. *Mailed Shipments –*

(a) Affixing labels on single copies (self-mailers) per 100 labels \$ _____

(b) Single or multiple copies in kraft envelopes (up to 200 leaves)..... per 100 envelopes \$ _____

(c) Quantities over 200 leaves, up to 12 lbs., in cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 lbs.) per bag or bundle \$ _____

(d) Quantities over 12 lbs., up to 24 lbs., wrapped in shipping bundles, or packed in shipping containers (maximum weight 27 lbs.)..... per container \$ _____

(Initials)

My production facilities are located within the assumed area of production ___yes ___no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product.....
 - b. Number of hours from pickup of completed product to delivery at destination.....

LOCATION OF POST OFFICE: All mailing must be made from: USPS Bulk Mail Acceptance Unit, Washington, DC Postal Office, 900 Brentwood Road, NE, Washington, DC 20066-9998.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)