

U.S. GOVERNMENT PRINTING OFFICE
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Survey of Current Business

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

Department of Commerce

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning January 1, 2009 and ending December 31, 2009.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on **December 15, 2008**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street NW, Room C-161, Washington, D.C. 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.

RESTRICTION ON LOCATION OF PRODUCTION AREA: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 150-mile radius of zero milestone Washington, D.C.

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

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.

For information of a technical nature call N. Faxio-Douglas (202) 512-0303 (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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

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

Product Quality Levels:

- (a) Printing Attributes (page related) -- Level II.
- (b) Finishing Attributes (item related) -- 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-4 Register	O.K. Press Sheets
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-4 Register	O.K. Proofs
P-7.Type Quality and Uniformity	O.K. Proofs
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	O.K. Proofs

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.

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 facility 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 GPO, Washington, D.C., 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 January 1, 2008 to December 31, 2008, 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 perfect bound books with wraparound cover requiring such operations as electronic prepress, printing, binding, packing, mailing and distribution.

TITLE: Survey of Current Business.

FREQUENCY OF ORDERS: Monthly, plus approximately two (2) special editions.

QUANTITY: Approximately 2,000 to 5,000 copies per order.

NUMBER OF PAGES: Approximately 96 to 450 pages per order.

TRIM SIZE: 8-1/2 x 11".

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: Windows XP

Storage Media: E-mail; File Transfer Protocol (FTP).

Software: Adobe FrameMaker 7.2; Adobe Photoshop CS3; Adobe InDesign CS3; Adobe Acrobat and Distiller 9, and Adobe Illustrator CS3.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All custom letter spacing, kerning files, printer and screen fonts are included on electronic media. The contractor is cautioned that furnished fonts are the property of the Government and/or its contractors and may be used only for the purpose of producing material under this contract. Any use other than the contract is in violation of copyright laws. All fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: A visual of the furnished electronic files will be provided. Color visuals shall not be used to set color standards and do not show color breaks or bleeds.

Preaddressed postage and fees paid, gummed 5 x 3" mailing labels.

Addresses printed on 14-7/8" wide, marginally punched, ungummed, continuous paper perforated every 11"; each 11" segment contains 44 addresses (4 across and 11 down). Labels are ZIP code sorted.

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

One reproduction proof, Form 905 (Rev. 6/03), with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber-stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, 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.

File Transfer Protocol (FTP): Contractor shall have the capability to exchange large graphic digital files over the Internet through an FTP site. The Government will not be responsible for an FTP site being out of service. It is the responsibility of the contractor to maintain the operation of their FTP site. Additional time and/or money will not be authorized due to the FTP site being out of service.

Electronic Mail: Contractor shall have the capability to exchange electronic mail. The Government will not be responsible for email accounts being out of service. It is the responsibility of the contractor to maintain the operation of their email accounts. Additional time and/or money will not be authorized due to email being out of service.

Proof Approval Form: Contractor shall provide a proof approval form in a fillable PDF format to the Agency using File Transfer Protocol (FTP) and/or electronic mail.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contract Administrator.

The contractor shall validate integrity and predictability of the listed software under "Government to Furnish" through preflight operations. **Contractor shall preflight the electronic files immediately upon receipt (within three (3) hours of receipt).** It is anticipated that these electronic files will be submitted with enough time for the contractor to perform the preflight during normal work hours. Contractor is to check for potential problems in the following areas: fonts; missing links; ink colors; print settings; and external plug-ins. In addition, the contractor shall check all photographs for the proper dpi (minimum 300 dpi) and CMYK format. The contractor shall notify GPO immediately if there is damage to the electronic file, file corruption, difficulties in image processing, and errors discovered during the preflight operations. It is estimated that preflight operations shall take no longer than three (3) hours to complete per electronic file.

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, 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) complete sets of digital color content proofs. At contractor's option, a film-based composite blueline may be submitted. Proof must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all pages imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product. Two (2) complete sets of digital one-piece composite laminated color proofs for covers 1, 4, spine and 16-text pages selected by the agency on the actual production stock (Kodak Approval, Screen TrueRite, DuPont Thermal

Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all the elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. Contractor will not be allowed any additional time if proofs are not produced as requested. These proofs must contain color 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 (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16 x 3/16" solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

NOTE: The digital one-piece composite laminated color proofs for covers 1, 4, spine and 16-text pages selected by the agency on the first order will set the standards for all other issues including any special issues.

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 these specifications.

The Agency will retain one set of proofs which will not be returned to the contractor. The contractor is to retain the other set.

Revised proofs due to Author's Alterations (AAs) will consist of one (1) set of PDF files containing the changes. Revised proofs must be submitted to the Agency using File Transfer Protocol (FTP) and/or electronic mail.

Contractor shall provide a proof approval form in PDF format to the Agency using File Transfer Protocol (FTP) and/or electronic mail.

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. 12" dated February 2008.

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).

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

Text: White Opacified Offset Book, basis weight: 40 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

Cover: White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

PRINTING:

Cover: Covers 1, 4, and spine print in 4 color process. After printing, coat the entire surface of Covers 1, 4, and spine with a clear, non yellowing gloss varnish. Covers 2 and 3 print (to bind) full bleed in Pantone 293 Blue.

Text: Print face and back in 100% black and Pantone 293 Blue.

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

PRESS SHEET INSPECTION: Final make-ready 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 make-ready 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) issued August 2002. 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); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

NOTE: The Press Sheet Inspection for covers 1, 4, spine and the 16-text pages selected by the agency on the first order will set the color and registration standards for all other issues including any special issues. The contractor shall maintain the color and registration standards

for all issues and special issues until a new color scheme is implemented by the customer.

MARGINS: As indicated on the print order or furnished copy.

BINDING: Perfect bind on left 8-1/2" side. Trim three sides.

PACKING: Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

Bulk Shipments: Pack in shipping containers. Pallets are required for shipments to GPO only, and must be capped and strapped.

Mailed Shipments: Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Insert single copies to foreign destinations and multiple copies (up to 200 leaves) into Kraft envelopes.

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

Quantities over 12 lbs., up to 36 lbs., must be packed in shipping containers (maximum gross weight 140 lbs).

LABELING AND MARKING: Affix a label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in Kraft envelopes, cushioned shipping bags, shipping bundles and containers.

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

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.

Books		Forms	
<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 in accordance with the distribution list.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

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 to approximately 10 addresses within the commercial zone of Washington, D.C. Inside delivery to room number specified is required.

Complete addresses and quantities will be furnished with the print orders.

Entrance to the receiving platform at the Department of Commerce, Washington, D.C., has a maximum height clearance of 10'6". It is the responsibility of the contractor to provide shipment to the platform.

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 films must be returned to the appropriate address under "Schedule".

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

Mailing Statements: The contractor must submit two copies of the appropriate U.S. Postal Service mailing statement (e.g., 3602, 3602-G, 3541, etc.) to the entry post office for each mailing which bears GPO's assigned penalty permit imprint number (G-26). In the upper right corner of the mailing statement, contractor must include GPO identification number(s) such as, the jacket number or program and print order numbers. The contractor must mail the verified mailing statement, containing postage computations, within 24 hours of receipt from the U.S. Postal Service to: Contract Management Division, Contract Compliance Section (Stop PPSC), Room C811, U.S. Government Printing Office, Washington, DC 20401.

Contractor must provide the appropriate U.S. Postal Service mailing statement(s) (e.g. 3602, 3602-G, 3541, etc.) in PDF format as proof of mailing for each print order **within three (3) hours of mailing** to: rcarr@doc.gov. Proof of mailing is considered part of the order.

Contractor shall deliver the proof of mailing documents via electronic mail. Faxed mailing proofs are not acceptable. Failure on the part of the contractor to provide this required information as specified in this contract may be considered "Failure to Ship/Deliver Full Quantities" as noted in GPO Contract Terms.

"SUBSCRIPTION" COPIES DISTRIBUTION: When "Subscription" copies are ordered, the contractor will be required to mail approximately 1200 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these "Subscription" copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The contractor will be reimbursed for the postage to mail these "Subscription" copies by submitting a properly completed Postal Service certificate of mailing with their invoice. The postage for these "Subscription" copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute "Subscription" copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of "Subscription" copies ordered may exceed the number of copies requiring mail distribution residual "Subscription" copies ("Subscription" quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor's city by suitable means to a single address in the Washington, DC area. Contractors outside the Washington, D.C., commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with their invoice.

NOTE: For each voucher submitted to GPO for payment, contractor must send an additional electronic copy in PDF format of each page of the voucher via electronic mail to: rcarr@doc.gov and nfaxio-douglas@gpo.gov within five (5) workdays of billing. Fax or mailing of the voucher is not acceptable.

The postage class and other mail requirements for "Subscription" copies will be furnished. The contractor shall call the Superintendent of Documents (number to be provided) for the "Subscription" distribution addresses/labels, and the postage class and other mail requirements, prior to the scheduled due date if this information is not otherwise furnished.

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 U.S. Department of Commerce, Herbert C. Hoover Bldg., Rm. 2830-B, Washington DC 20230.

All furnished material must be delivered by the due date on the print order to: Bureau of Economic Analysis, U.S. Department of Commerce, Room 3020, 1441 L Street, NW, Washington DC 20230.

No definite schedule can be predetermined. However, furnished material will usually be available for pickup during the second or third week of each month.

The following schedule begins the workday after receipt of electronic files and print order via File Transfer Protocol (FTP) or electronic mail. The workday after receipt of the electronic files and print order will be the first workday of the schedule.

It is assumed that the contractor has ample time to pick up the furnished material prior to distribution and this is not included in number of workdays allowed to complete to schedule. The contractor will not be granted any additional time if the furnished materials are not picked up from the Agency within a timely manner (within one (1) workday after receipt of the electronic files and print order via File Transfer Protocol (FTP) or electronic mail).

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

<u>Schedule</u>	<u>WD After</u>
Electronic files and print order delivered via File Transfer Protocol (FTP) or electronic mail	N/A
Contractor to submit proofs.....	1
Contractor must complete production and distribution after receipt of "OK to Print"	3

NOTE: Due to the nature of this publication and the requirement to meet agency suspense dates there is no hold time for the proofs. It is anticipated that the proofs will be held no more than one or two days. Once the agency submits the "OK to Print" the contractor must complete production and distribution as noted in the schedule.

It is possible that the agency will provide an "OK to Print" that will include printer's errors (PE's) that are serious enough to require revised proofs for the PE's. When this happens no extra time will be allowed for reproofing; such operations must be accomplished within the original production schedule allotted in these specifications.

The agency's "OK to Print" does not relieve the contractor from meeting the standards that are set with the press sheet inspection on the first print order.

The contractor must notify the 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 three (3) workday(s) prior to the inspection. Notify the U.S. Government Printing Office, (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See Contract Clause 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(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.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. 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.

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

I.	(a)	2940	
	(b)	48	
	(c)	12	
		(1)	(2)
II.	(a)	9	255
	(b)	9	255
	(c)	1636	46458
	(d)	550	15555
III.	1.	(a)	419
		(b)	13
	2.	(a)	21
		(b)	4598
		(c)	218
		(d)	52

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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 will 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 per 1,000 rate.

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

I. PROOFS:

- (a) Digital color content proof per trim/page-size unit\$ _____
- (b) Digital one-piece composite laminated color proof per trim/page-size unit\$ _____
- (c) Revised proof due to Author's Alterations (AAs) (PDF) per trim/page-size unit\$ _____

II. PRINTING AND BINDING:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Covers 1, 4, and spine printing in 4-color process, including varnish..... per cover.....	\$ _____	\$ _____
(b) Covers 2 and 3 printing in a single PMS color per cover.....	\$ _____	\$ _____
(c) Text Pages printing in a single color per page.....	\$ _____	\$ _____
(d) Text Pages printing in an additional ink color per page/per color.....	\$ _____	\$ _____

 (Initials)

III. PACKING: Prices offered must be all-inclusive, as applicable, and must include the cost of affixing mailing/shipping labels, inserting copies in envelopes, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

1. Bulk shipments (other than by mail):

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

(b) Palletizing..... per pallet.....\$ _____

2. Mailing:

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

(b) Single and multiple copies in Kraft envelope (up to 200 leaves).. per envelope\$ _____

(c) Single or multiple copies 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 36lbs.,
packed in shipping containers (maximum
gross weight 40 lbs.)..... per container.....\$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____ ,

City _____, State _____, Zip Code _____.

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)