

1569-S Date of Award through June 30, 2017		FREDERIC PRINTING		MCDONALD & EUDY	
RRA Forms, Instructions, and Booklets		AURORA, CO		TEMPLE HILLS, MD	
DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST
PRINTING/IMAGING:					
Printing Forms and Instructions in a single ink color, including trimming to size:					
Single Sheets...per form					
Makeready and/or Setup	27	\$40.00	\$1,080.00	\$150.00	\$4,050.00
Running per 100 Copies	184	\$15.75	\$2,898.00	\$9.00	\$1,656.00
4-Panel Bi-Folds (including folding)...per form					
Makeready and/or Setup	10	\$45.00	\$450.00	\$200.00	\$2,000.00
Running per 100 copies	148	\$33.55	\$4,965.40	\$18.00	\$2,664.00
6-Panel Tri-Folds (including folding)...per form					
Makeready and/or Setup	10	\$50.00	\$500.00	\$300.00	\$3,000.00
Running per 100 copies	96	\$57.37	\$5,507.52	\$23.00	\$2,208.00
8-Page Saddle-Stitched Booklets (including saddle-stitching)...per booklet					
Makeready and/or Setup	2	\$60.00	\$120.00	\$350.00	\$700.00
Running per 100 Copies	6	\$136.00	\$816.00	\$40.00	\$240.00
12-Page Saddle-Stitched Booklets (including saddle-stitching)...per booklet					
Makeready and/or Setup	2	\$75.00	\$150.00	\$450.00	\$900.00
Running per 100 copies	74	\$191.75	\$14,189.50	\$45.00	\$3,330.00
Printing Forms and Instructions in a single ink color, including trimming to size:					
Complete Cover...per complete cover					
Makeready and/or Setup	2	\$40.00	\$80.00	\$775.00	\$1,550.00
Running per 100 Copies	9	\$19.50	\$175.50	\$40.00	\$360.00
Text Pages...per page					
Makeready and/or Setup	128	\$15.00	\$1,920.00	\$45.00	\$5,760.00
Running per 100 copies	576	\$17.00	\$9,792.00	\$1.35	\$777.60
Fold-Ins...per fold-in unit					
Makeready and/or Setup	24	\$25.00	\$600.00	\$45.00	\$1,080.00
Running per 100 copies	108	\$19.06	\$2,058.48	\$6.00	\$648.00
STOCK/PAPER:					
White Offset Book (60 lbs.)...per 100 units	1,565	\$1.01	\$1,580.65	\$1.75	\$2,738.75
White Uncoated Permanent Book (Archival Quality) (60 lbs.)...per 100 units	67	\$1.64	\$109.88	\$4.00	\$268.00
Colored Vellum-Finish Cover (65 lbs. or 80 lbs.)...per 100 units	18	\$2.74	\$49.32	\$15.00	\$270.00
ADDITIONAL OPERATIONS:					
Pre-production samples...per order	1	\$250.00	\$250.00	\$650.00	\$650.00
Shrink-film wrapping...per package	1,106	\$0.20	\$221.20	\$0.85	\$940.10
Packing & sealing containers (NTE 30 lbs. per container)...per container	85	\$0.69	\$58.65	\$10.00	\$850.00
Pallets...per pallet	1	\$7.00	\$7.00	\$75.00	\$75.00
CONTRACTORS TOTALS			\$47,579.10		\$36,715.45
DISCOUNT			2.00%	\$951.58	1.00%
DISCOUNTED TOTALS			20 Days	\$46,627.52	20 Days
					\$36,348.30
AWARDED					
Prepared by: Teri Shoffstall					
Verified by: Linda Price					

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

RRA Forms, Instructions, and Booklets

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

Department of Interior, Bureau of Reclamation Denver, Colorado

Single Award

TERM OF CONTRACT: The term of this contract is for Date of Award through June 30, 2017 and 4 option year periods (July 1, 2017 through June 30, 2018; July 1, 2018 through June 30, 2019, July 1, 2019 through June 30, 2020; and July 1, 2020 through June 30, 2021). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of Contract", and "Economic Price Adjustment."

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. **NO TELEPHONE OR E-MAIL QUOTES WILL BE ACCEPTED.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time

July 20, 2016

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME, LATE QUOTES WILL NOT BE CONSIDERED.

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Deleted requirements for Miscellaneous Forms and Instructions. Significant revisions to Section 4 – Schedule of Prices, additional changes scattered throughout. **This contract contains Liquidated Damages, clause, see pages 2 and 3.**

Previously printed samples available at the BLM Publishing Services Denver, CO address indicated on page 11 and at the GPO address listed above. Bidder to e-mail scheduling request to kebler@usbr.gov and infocolumbus@gpo.gov. Program 1569-S is to be indicated in the subject line of the e-mail and the body should contain the proposed date and time of the visit. Samples available at GPO Columbus are not representative of assembly.

Abstract is available on GPO Web Site at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (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. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

- **GPO Contract Terms (GPO Publication 310.2):** <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>
- **GPO QATAP (GPO Publication 310.1):** <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>
- **DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.
- **Other GPO Forms:** <http://www.gpo.gov/vendors.sfas.htm>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

SUBCONTRACTING: The predominant production function is printing/imaging and assembly of booklets. Bidder who must subcontract these operations will be declared non-responsible.

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

Product Quality Levels:

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

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

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs/Press Sheets
P-9. Solid and Screen Tint Color Match	Pantone Matching System/Press Sheets

LIQUIDATED DAMAGES: Liquidated damages shall apply to the RRA Forms, RRA Forms Instructions, and RRA Forms Booklets (Certification Forms Booklet 7-21 Book-C and Reporting Forms Booklet 7-21 Book-R) if the contractor fails to deliver the supplies or perform the services within the time specified in the contract, or in any authorized extension thereof.

Please note the RRA forms are required by the following statutes and regulations 43 CFR Part 426 www.usbr.gov/rra/Law_Rules/43CFR426.pdf (Acreage Limitation Rules and Regulations) and CFR (Code of Federal Regulations) 43 CFR Part 428 www.usbr.gov/rra/Law_Rules/43CFR428.pdf (Information Requirements for Certain Farm Operations in Excess of 960 Acres and the Eligibility of Certain Formerly Excess Land) as well as Public Law 97-293, Title II titled “Reclamation Reform Act of 1982.” This particular law is commonly referred to as the “RRA.”).

If the contractor fails to deliver the supplies or perform the services within the time specified in the contract, or any authorized extension thereof, the actual damage to the Government for the delay will be difficult or impossible to determine. Therefore, pursuant to the “Liquidated Damages” clause (GPO Contract Terms, Publication 310.2), in lieu of actual damages the contractor shall pay to the Government as fixed, agreed, and liquidated damages for each workday of delay, the amount set forth below.

Liquidated damages will be assessed against that part or parts of an order which have not been shipped/delivered to the specified destination on the specified date. Liquidated damages will not be assessed against that part or parts of an order which have been shipped/delivered on schedule.

The amount of damages will be computed at the rate of five percent (5%) of the contract price of the quantity not shipped/delivered in accordance with specifications for each workday the contractor is in default of the shipping/delivering schedule(s); provided, that the minimum amount of liquidated damages shall not be less than \$5.00 for the entire order. The total damages assessed against a contractor shall in no case exceed fifty percent (50%) of the total value of the entire order. Liquidated damages will not be assessed if the contractor has shipped/delivered at least ninety percent (90%) of the quantity ordered for shipment to each specified destination on or before the scheduled date.

Liquidated damages will apply to all shipments except: Materials furnished the contractor which are to be returned to the Government; sample copies or materials for file or storage purposes; and shipments marked either “File Copies” or “Depository Copies” sent to the Government Publishing Office, if ordered. However, payment of an order will be withheld until evidence of shipment of such material or copies is furnished.

WARRANTY: The provisions of article 15 “Warranty” of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 8-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

OPTION TO EXTEND THE TERM OF 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 5 years (**June 30, 2021**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Term of Contract” clause. See also “Economic Price Adjustment” clause for authorized pricing adjustment(s).

EXTENSION OF TERM OF CONTRACT: 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 June 30, 2017, 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 3 months prior to **July 1, 2016, 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.

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

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 may 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.

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/subcontractors’ facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD TELEPHONE CONFERENCE: Unless waived by the Government, telephone conference between contractor and agency is required. The purpose of the conference will be to discuss and review all aspects of the contractor's production plan and to establish coordination of all internal and external operations required to complete this contract.

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 June 30, 2017** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract, when it is electronically transmitted or otherwise physically furnished to 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.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via e-mail to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all invoices via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Vouchers may also be mailed to: Comptroller, stop FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, DC 20401.

After award, at Government's option, the contractor must submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in Section 4 – Schedule of Prices, failure to do so may result in delayed payment.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of RRA Forms, RRA Instructions, and RRA Booklets printed face only and/or face and back requiring such operations as pickup, reproducibles, printing/imaging, assembly of booklets, packing, and delivery.

TITLE: RRA Forms, Instructions, and Booklets

Four different types of items will be ordered, RRA Forms, RRA Instructions, RRA Certification Forms Booklets, and RRA Reporting Forms Booklets.

NUMBER OF ORDERS: Anticipate 1 order per year (usually July or August).

QUANTITIES: Up to 10,000 copies of each form, instruction, or booklet as indicating on the individual print order. The total estimate yearly quantities of and specifications for forms, instructions, and booklets are described on pages 19 to 24.

PAGE COUNT AND TRIM SIZES: Various page counts and trim sizes will be ordered.

RRA Forms: Finished trim size will be 11 x 8-1/2" (landscape orientation):

- Single Sheets: Trimmed 4 sides, finished size 11 x 8-1/2"
- 4-Panel Bi-Folds: 11 x 17", trim 4 sides, fold to finished size 11 x 8-1/2", title out
- 6-Panel Tri-Folds: 11 x 25-1/2", trim 4 sides, fold to finished size 11 x 8-1/2", title out

RRA Instructions: Finished trim size will be 8-1/2 x 11" (portrait orientation):

- Single Sheets: Trimmed 4 sides, finished trim size 8-1/2 x 11"
 - Anticipate RRA Instructions 7-21PE-IND and 7-21XSINAQ will have the companion RRA Form printed on back (head-to-left).
- 4-Panel Bi-Folds: 17 x 11", trim 4 sides, fold to finished size 8-1/2 x 11", title out.
- 6-Panel Tri-Folds: 25-1/2 x 11", trim 4 sides, fold to finished size 8-1/2 x 11", title out.
- 8-Page Saddle-Stitched Booklet, self-cover, trimmed 3 sides, finished size 8-1/2 x 11"
- 12-Page Saddle-Stitched Booklet, self-cover, trimmed 3 sides, finished size 8-1/2 x 11"

RRA Booklets: Finished trim size of booklets will be **9 x 11"** (copy provided is 8-1/2 x 11", contractor to adjust margins to accommodate finished trim size). All RRA Form pages to perforate along the entire 11" dimension located 1/2" from the bind edge to facilitate easy removal from booklet. Trim 4 sides, care must be taken so that the folds on the fold-ins are not trimmed off. Bind booklets with two side stitches on left 11" dimension at 1/4" to 3/8" from left edge, do not stitch on or after perforation. Shrink wrap in units of 10 booklets.

Each booklet contains one copy of each instruction and two copies of each form (see below), with a 2-piece separate cover. RRA Forms with landscape orientation are to be assembled with the Form number on the first page/panel in the upper right corner (head-to-right).

RRA Instructions printed in the booklet are to be produced as individual sheets and not as bi-folds, tri-folds, or saddle-stitched products. RRA Forms that are bi-folds are to be produced as 2 sets of 2 fold-in units and folded in together, follow sample provided with the individual print order.

RRA Certification Forms Booklet, Form 7-21BOOK-C: There are 64 text pages (2 blanks), 3 sets of 2 fold-ins (each fold-in consists of two units, no blanks) for a total of 12 fold-in units, and a 2-piece separate cover (cover 1 prints, covers 2, 3, and 4 are blank). Assembly of interior booklet:

- Form 7-21INFO (Instruction) – 1 set of 12 text pages, no blanks.
- Form 7-2180EZ (Instruction) – 1 set of 4 text pages, 1 blank.
- Form 7-2180EZ (Form) – 2 sets of 2 text pages, no blanks, perforate each set 1/2” from left edge
- Form 7-2180 (Instruction) – 1 set of 6 text pages, 1 blank.
- Form 7-2180 (Form) – 2 sets of 2 fold-in units, no blanks, perforate each set 1/2” from left edge
- Form 7-2181 (Instruction) – 1 set of 6 text pages, no blanks.
- Form 7-2181 (Form) – 2 sets of 2 fold-in units, no blanks, perforate each set 1/2” from left edge
- Form 7-21VERIFY (Instruction) – 1 set of 2 text pages, no blanks
- Form 7-21VERIFY (Form) – 2 sets of 2 text pages, no blanks, perforate each set 1/2” from left edge
- Form 7-21TRUST (Instruction) – 1 set of 6 text pages, no blanks
- Form 7-21TRUST (Form) – 2 sets of 2 fold-in units, no blanks, perforate each set 1/2” from left edge
- Form 7-21XS (Instruction) – 1 set of 6 text pages, no blanks
- Form 7-21XS (Form) – 2 sets of 2 text pages, no blanks, perforate each set 1/2” from left edge
- Form 7-21FC (Instruction) – 1 set of 6 text pages, no blanks
- Form 7-21FC (Form) – 2 sets of 2 text pages, no blanks, perforate each set 1/2” from left edge

RRA Reporting Forms Booklet, Form 7-21BOOK-R: There are 64 text pages (1 blank), 3 sets of 2 fold-ins (each fold-in consists of two units, no blanks) for a total of 12 fold-in units, and a 2-piece separate cover (cover 1 prints, covers 2, 3, and 4 are blank). Assembly of interior booklet:

- Form 7-21INFO (Instruction) – 1 set of 12 text pages, no blanks.
- Form 7-2190EZ (Instruction) – 1 set of 4 text pages, 1 blank.
- Form 7-2190EZ (Form) – 2 sets of 2 text pages, no blanks, perforate each set 1/2” from left edge
- Form 7-2190 (Instruction) – 1 set of 6 text pages, no blanks.
- Form 7-2190 (Form) – 2 sets of 2 fold-in units, no blanks, perforate each set 1/2” from left edge
- Form 7-2191 (Instruction) – 1 set of 6 text pages, no blanks.
- Form 7-2191 (Form) – 2 sets of 2 fold-in units, no blanks, perforate each set 1/2” from left edge
- Form 7-21VERIFY (Instruction) – 1 set of 2 text pages, no blanks
- Form 7-21VERIFY (Form) – 2 sets of 2 text pages, no blanks, perforate each set 1/2” from left edge
- Form 7-21TRUST (Instruction) – 1 set of 6 text pages, no blanks
- Form 7-21TRUST (Form) – 2 sets of 2 fold-in units, no blanks, perforate each set 1/2” from left edge
- Form 7-21XS (Instruction) – 1 set of 6 text pages, no blanks
- Form 7-21XS (Form) – 2 sets of 2 text pages, no blanks, perforate each set 1/2” from left edge
- Form 7-21FC (Instruction) – 1 set of 6 text pages, no blanks
- Form 7-21FC (Form) – 2 sets of 2 text pages, no blanks, perforate each set 1/2” from left edge

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: Sample copy of each form, instruction, and booklet to be used as visual representation and for assembly. CD of PDF files (converted from Word documents created in Windows) to be used for production.

Each order will contain a GPO Form 2511 Print Order and a multi-page (usually 6) specification description. A sample of this specification description is on pages 28 to 33. This is not an actual specification but an example of how it would appear.

Delivery/Shipping Status Report Form.

Form 905 (R. 3/90) "Labeling and Marking Specifications".

GPO Form 2511, Print Order.

Blue Labels and Selection Certificate.

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.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

PROOFS: All items require proofs. Contractor's option to print using digital or offset method.

ITEMS PRINTED OFFSET: All items require 2 set(s) of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

ITEMS PRINTED DIGITALLY: All items require two sets of digital color one-off proofs created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proofs will be used for color match on the press during the production run.

PROOF SUBMISSION: Submit proofs together with the furnished media (including visual when applicable) and a prepaid airbill to the address indicated on the individual print order. All packages containing proofs must be clearly marked on the outside as "PROOFS," and contain the GPO Program and Print Order numbers and publication title.

PROOF DELIVERY NOTIFICATION: The contractor must notify the Bureau of Reclamation and GPO via facsimile or e-mail when the proofs are shipped to the department and provide the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the Bureau of Reclamation and GPO that the proofs have not been returned. Send proof delivery notification via facsimile or e-mail to the fax number(s) or e-mail address(es) provided at the time of award. Include GPO Program and Print Order numbers and publication title with all correspondence.

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.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

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

SAMPLES OF COVER STOCK FOR RRA CERTIFICATION AND REPORTING BOOKLETS MUST BE INCLUDED WITH THE PROOFS.

PREPRODUCTION SAMPLES: When requested on the individual print order, one pre-production sample of each instruction, form, and booklet will be required. The samples must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished products. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and must comply with the specifications as to kind and quality of materials, and quality of reproduction.

Prior to the commencement of production of the contract production quantity of only those items requested to be reviewed, the contractor shall submit the samples, along with all of the furnished Government materials, to the address indicated under "Distribution".

The package must be marked "PRE-PRODUCTION SAMPLES – DO NOT DELAY"; and must include the GPO jacket number, program, print order number, dept. requisition number, and title.

After pickup of material and print order, it is the responsibility of the contractor to submit the preproduction samples in sufficient time to allow Government inspection of the samples and production and shipment of the final product to meet the required delivery date. The Government will approve, conditionally approve, or disapprove the samples within 24 hours of receipt thereof by telephone, fax, or e-mail.

Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government, and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured. These copies should be delivered to:

Attn: Publishing Services

US Department of the Interior
Bureau of Reclamation
Building 67, Room 170
6th Avenue and Kipling Street
Denver Colorado 80225-0007
(Inside delivery required)

BINDERY INSPECTION: Bindery operations may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual bindery process. Upon approval of the binding, the contractor is charged with maintaining those standards throughout the bindery run. A bindery inspection is for the purpose of setting specific standards that are to be maintained throughout the entire bindery process. It does not constitute a prior approval of the entire run.

NOTIFICATION: Call the Columbus RO at (614) 488-4616, Ext. 0 with a minimum notice of 48 hours prior to availability of bindery operations. This notification must provide the starting date and time of bindery operations, as well as the tentative schedule for complete production of bindery operations.

On site bindery inspections must be scheduled Monday through Thursday, exclusive of Federal holidays, and scheduled to begin between the hours of 7:00 a.m. and 7:00 p.m. local time. It is the contractor's responsibility to maintain and adjust inspection schedules, as required, to ensure all subsequent inspections are performed on following workdays. Inspection schedules must allow Government representatives to complete approval of all bindery operations within the day/time requirements.

Inspections must not be scheduled on weekends, or to "carry over to the following week" without prior approval by the GPO Contracting Officer. The GPO Contracting Officer reserves the right to deny requests for inspections that conflict with these scheduling requirements.

Failure to comply with these scheduling requirements may result in additional Government per diem, overtime, and/or travel related charges which may be chargeable to the contractor (See GPO Contract Terms, Pub. 310.2, (Rev. 6-01), Article 14. Inspection and Tests, (e)(1) & (2)).

STOCK/PAPER: The specifications of all stock/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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or furnished color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s). The stock/paper to be used will be indicated on the individual print order.

White Offset Book, basis size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A60.

White, Uncoated Permanent Book (archival quality), basis size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A270.

Colored Vellum-Finish Cover (anticipate Blue and Brown, basis size 20 x 26", 65 or 80 lbs. per 500 sheets, equal to JCP Code L20. Match sample for color and weight.

PRINTING/IMAGING: Print/Image face only or head-to-head/side in single ink color. Pantone color(s) will be indicated on the individual print order, CMYK build of Pantone color(s) is acceptable. See pages 19 through 24 for printing information of forms, instructions, and booklets.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175-line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 1200 x 1200 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

MARGINS: Margins will be as indicated on the print order or furnished material. No bleeds. RRA Certification Forms Booklets and RRA Reporting Forms Booklets have copy provided at 8-1/2 x 11". Contractor to adjust left margins to fit image on **9 x 11"** sheet to allow for 1/2" perforation. Top, bottom, and right margins are to be maintained.

BINDING/CONSTRUCTION: Each shrink-wrap package to contain only one type of form, only one type of instruction, and only one type of booklet. Do not inner-mix items in shrink-wrapped packages.

RRA FORMS AND INSTRUCTIONS: Fold all forms and instructions to 8-1/2 x 11" or 11 x 8-1/2". Shrink wrap each form and each instruction in units of 50 (**no deviations of less than 50 per each package**).

RRA BOOKLETS (Certification Forms Booklet and Reporting Forms Booklet): Collate and assemble booklets as indicated on pages 7 and 8. Shrink wrap in units of 10 booklets.

PACKING: Do not inner-pack forms, instructions, and booklets. Each container to be individually labeled with Form Number and Title, Instruction Number and Title; Booklet Number and Title; and quantity in each container.

Contractor shall furnish all packing material for shipping containers and pack in such a manner as to provide protection against all the normal hazards of cross-country transportation and warehouse storage. Shipping containers must have a minimum bursting strength of 275 pounds per square inch. Container weight is not to exceed 30 pounds when fully packed. **Each carton must contain equal number of copies per container.**

PALLETS: Pallets are required. All pallets are to be secured with shrink wrapping and end and top protectors to avoid any damage to the boxes and securely placed on each pallet to insure contents are not damaged in transit.

PALLETIZING: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 40" x W 48". Full entry must be on the 48" width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 47". Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

LABELING AND MARKING: Follow Labeling and Marking Specifications GPO Contract Terms. Each carton must be marked with contents inside as described under "Packing".

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Each item ordered must be divided into equal sublots in accordance with the chart below. A random copy of each item must be selected from each subplot. Random copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that random copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity of Each Item Ordered</u>	<u>Number of Sublots</u>
Up to 500	32
500 - 3,200	50
3,001 - 12,000	80

- (b) These randomly selected samples must be packed separately and must be identified by a special Government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government furnished selection certificate shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

DISTRIBUTION: Deliver f.o.b. destination to the Denver, CO address indicated on the individual print order. Refer to page 27 for details regarding **mandatory** general delivery requirements to Bureau of Reclamation in Denver Colorado to Building 56 and to Building 67. These instructions give specific information on the arrangements that need to be made to insure the delivery will be accepted.

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), to be provided with the furnished material. If agent picks-up material, the contractor must provide an adequate supply of completed manifests (airbills) to the Government agency placing the orders listing his firm as both the shipper and the consignee.

The ship/delivery date indicated on the print order is the date products must be received at Denver, CO address indicated on the individual print order. Anticipate order will be placed in the month of July or in the month of August and will require delivery by mid-September (usually no later than September 15th).

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity delivered, number of cartons, and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all furnished material, together with one printed sample of the job, to the address indicated on the individual print order within five days after delivery date.

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pick-up and return of all materials, sample copies, proofs, and pre-production samples must be borne by the contractor.

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 1 year’s orders 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.		(1)	(2)
1.	(a)	27	184
	(b)	10	148
	(c)	10	96
	(d)	2	6
	(e)	2	74
2.	(a)	2	9
	(b)	128	576
	(c)	24	108
II.	(a)	1,565	
	(b)	67	
	(c)	18	
III.	(a)	1	
	(b)	1,106	
	(c)	85	
	(d)	1	

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Denver, Colorado.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices shall be all-inclusive, covering all materials and operations, for complete production 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 will be prorated at the per 100 rate.

I. PRINTING/IMAGING: Prices offered shall include the cost of all required materials and operations necessary for the complete production and delivery in accordance with these specifications except for Items II. Stock/Paper, and III. Packing and Sealing for Distribution.

	<u>Makeready and/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
1. Printing Forms and Instructions in a single ink color, including trimming to size:		
(a) Single Sheetsper form	\$ _____	\$ _____
(b) 4-Panel Bi-Folds (including folding).....per form	\$ _____	\$ _____
(c) 6-Panel Tri-Folds (including folding)per form	\$ _____	\$ _____
(d) 8-Page Saddle-Stitched Booklets (including saddle-stitching).....per booklet	\$ _____	\$ _____
(e) 12-Page Saddle-Stitched Booklets (including saddle-stitching).....per booklet	\$ _____	\$ _____

 (Initials)

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SCHEDULE OF PRICES

I. PRINTING/IMAGING (Continued from previous page):

	<u>Makeready and/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
2. Printing Certification and Reporting Booklets (9 x 11") in a *single ink color per page, including trimming to size and side-stitching:		
(a) Complete Cover.....per complete cover.....	\$ _____	\$ _____
(b) Text Pagesper page.....	\$ _____	\$ _____
(c) Fold-Insper fold-in **unit	\$ _____	\$ _____

*Each page will print in a single ink color; however, each form and each instruction will have its own assigned Pantone ink color as specified on pages 19 to 24. Only one ink charge allowed.

**A unit is defined as 99 square inches. The number of units will be determined by dividing the trim size (expressed in square inches) by 99 square inches with any fractional remainder being counted as a whole.

II. STOCK/PAPER: Payment for all stock/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 units furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered. A unit is defined as 99 square inches. The number of units will be determined by dividing the trim size (expressed in square inches) by 99 square inches with any fractional remainder being counted as a whole.

	<u>Per 100 Units</u>
(a) White Offset Book (60 lbs.)	\$ _____
(b) White Uncoated Permanent Book (Archival Quality) (60 lbs.)	\$ _____
(c) Colored Vellum-Finish Cover (65 lbs. or 80 lbs.).....	\$ _____

III. ADDITIONAL OPERATIONS: Prices offered for the following must include the cost of all required materials and operations in accordance with these specifications. Prices offered for Items (c) and (d) must include the cost of all necessary wrapping and packing materials, labeling and marking, and the preparation of all necessary mailing and shipping documents in accordance with these specifications.

(a) Pre-production samples	per order.....	\$ _____
(b) Shrink-film wrapping	per package	\$ _____
(c) Packing & sealing containers (NTE 30 lbs. per cont.)	per container	\$ _____
(d) Pallets	per pallet	\$ _____

 (Initials)

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SCHEDULE OF PRICES

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return “Section 4. – Schedule of Prices”, initial or sign in the space provided. See page 1 for instructions on how and where to submit quote.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days. (Refer to Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

BIDDER: _____

(Street Address – City – State – Zip Code)

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

(Person to be contacted) _____
(Telephone Number) _____
(Fax Number)

E-Mail Address: _____

CONTRACTOR CODE (if known): _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

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RRA Forms Descriptions

Note – see revised spreadsheet regarding information contained in each of the two spreadsheets attached to this specification

Form Number	Form	Instruction	Form Title	No. of Pages	Color of Ink	Notes	Trim Size	Stock	Estimated Annual Quantity
7-2180		X	Certification of Individual's Landholdings	6 – Panel 6 is blank.	Pantone 302U Blue	2 folds	25-1/2 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	2,600
7-2180	X		Certification of Individual's Landholdings	4, no blanks.	Pantone 302U Blue	1 fold	11 x 17" folds to 11 x 8-1/2"	60# White Offset Book – A60	4,800
7-2180EZ		X	"EZ" Certification of Individual's Landholdings	4 – Panel 4 is blank.	Pantone 302U Blue	1 fold	17 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	800
7-2180EZ	X		"EZ" Certification of Individual's Landholdings	2 – No blanks.	Pantone 302U Blue	1 double- sided sheet	11 x 8-1/2"	60# White Offset Book – A60	1,000
7-2181		X	Certification of Entity's Landholdings	6 – No blanks.	Pantone 302U Blue	2 folds	25-1/2 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	2,100
7-2181	X		Certification of Entity's Landholdings	4 – No blanks.	Pantone 302U Blue	1 fold	11 x 17" folds to 11 x 8-1/2"	60# White Offset Book – A60	3,600
7-2184		X	Certification of Religious Or Charitable Organization's Landholdings	6 – No blanks.	Pantone 302U Blue	2 folds	25-1/2 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	400
7-2184	X		Certification of Religious Or Charitable Organization's Landholdings	4 – No blanks.	Pantone 302U Blue	1 fold	11 x 17" folds to 11 x 8-1/2"	60# White Offset Book – A60	400
7-21SUMM-C		X	District Summary of Certification and Declaration Forms	8 – No blanks.	Pantone 302U Blue	1 fold, booklet style, 2 staples (Saddle stitched)	8 pages Self cover 8-1/2 x 11"	60# White Offset Book – A60	400
7-21SUMM-C	X		District Summary of Certification and Declaration Forms	2 – Panel 2 is blank.	Pantone 302U Blue	<i>Must Be On Archival Paper</i>	11 x 8-1/2	60# White Uncoated Permanent Book (Archival Quality) – A270	600
7-21SUMM-C Tabulation A	X		District Summary of Certification and Declaration Forms - Tabulation A of Individual and Entity Certification Forms (Forms 7-2180, 7-2180EZ, and 7-2181)	2 – Panel 2 is blank.	Pantone 302U Blue	<i>Must Be On Archival Paper</i>	11 x 8-1/2	60# White Uncoated Permanent Book (Archival Quality) – A270	1,000
7-21SUMM-C Tabulation B	X		District Summary of Certification and Declaration Forms Tabulation B of Declaration of Trust's or Estate's Landholdings Forms (Form 7-21Trust)	2 – Panel 2 is blank.	Pantone 302U Blue	<i>Must Be On Archival Paper</i>	11 x 8-1/2	60# White Uncoated Permanent Book (Archival Quality) – A270	600

Form Number	Form	Instruction	Form Title	No. of Pages	Color of Ink	Notes	Trim Size	Stock	Estimated Annual Quantity
7-21SUMM-C Tabulation C	X		District Summary of Certification and Declaration Forms Tabulation C of Declaration of Public Entity's Landholdings Forms (Form 7-21PE)	2 – Panel 2 is blank.	Pantone 302U Blue	<i>Must Be On Archival Paper</i>	11 x 8-1/2	60# White Uncoated Permanent Book (Archival Quality) – A270	500
7-21SUMM-C Tabulation D	X		District Summary of Certification and Declaration Forms - Tabulation D of Certification of Religious Or Charitable Organization's Landholdings Forms (Form 7-2184)	2 – Panel 2 is blank.	Pantone 302U Blue	<i>Must Be On Archival Paper</i>	11 x 8-1/2	60# White Uncoated Permanent Book (Archival Quality) – A270	400
7-21SUMM-C Tabulation E	X		District Summary of Certification and Declaration Forms - Tabulation E of Certification From Errors, Omissions, and Discrepancies	2 – Panel 2 is blank.	Pantone 302U Blue	<i>Must Be On Archival Paper</i>	11 x 8-1/2	60# White Uncoated Permanent Book (Archival Quality) – A270	400
7-21SUMM-C Tabulation F	X		District Summary of Certification and Declaration Forms - Tabulation F of Part Owners Subject to Discretionary Provisions)	2 – Panel 2 is blank.	Pantone 302U Blue	<i>Must Be On Archival Paper</i>	11 x 8-1/2	60# White Uncoated Permanent Book (Archival Quality) – A270	600
7-21SUMM-C Tabulation G	X		District Summary of Certification and Declaration Forms - Tabulation G of Declaration of Farm Operator Information Forms (Form 7-21Farmop)	2 – Panel 2 is blank.	Pantone 302U Blue	<i>Must Be On Archival Paper</i>	11 x 8-1/2	60# White Uncoated Permanent Book (Archival Quality) – A270	500
7-2190		X	Report of Individual's Landholdings	6 – No blanks.	Pantone 174U Brown	2 folds	25-1/2 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	500
7-2190	X		Report of Individual's Landholdings	4 – No blanks.	Pantone 174U Brown	1 fold	11 x 17" fold to 11 x 8-1/2"	60# White Offset Book – A60	1,400
7-2190EZ		X	"EZ" Report of Individual's Landholdings	4 – Panel 4 is blank.	Pantone 174U Brown	1 fold	17 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	200
7-2190EZ	X		"EZ" Report of Individual's Landholdings	2 – No blanks.	Pantone 174U Brown	1 double-sided sheet	11 x 8-1/2	60# White Offset Book – A60	300
7-2191		X	Report of Entity's Landholdings	6 – No blanks.	Pantone 174U Brown	2 folds	25-1/2 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	500
7-2191	X		Report of Entity's Landholdings	4 – No blanks.	Pantone 174U Brown	1 fold	11 x 17" fold to 11 x 8-1/2"	60# White Offset Book – A60	1,000

Form Number	Form	Instruction	Form Title	No. of Pages	Color of Ink	Notes	Trim Size	Stock	Estimated Annual Quantity
7-2194		X	Report of Religious Or Charitable Organization's Landholdings	6 – No blanks.	Pantone 174U Brown	2 folds	25-1/2 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	200
7-2194	X		Report of Religious Or Charitable Organization's Landholdings	4 – No blanks.	Pantone 174U Brown	1 fold	11 x 17" fold to 11 x 8-1/2"	60# White Offset Book – A60	200
7-21SUMM-R		X	District Summary of Reporting and Declaration Forms	8 –No blanks.	Pantone 174U Brown	1 fold, booklet style, 2 staples (Saddle stitched)	12 pages self-cover 8-1/2 x 11"	60# White Offset Book – A60	200
7-21SUMM-R	X		District Summary of Reporting and Declaration Forms	2 – Panel 2 is blank.	Pantone 174U Brown	<i>Must Be On Archival Paper</i>	11 x 8-1/2"	60# White Uncoated Permanent Book (Archival Quality) – A270	300
7-21SUMM-R Tabulation A	X		District Summary of Reporting and Declaration Forms - Tabulation A of Individual and Entity Reporting Forms (Forms 7-2190, 7-2190EZ, and 7-2191)	2 – Panel 2 is blank.	Pantone 174U Brown	<i>Must Be On Archival Paper</i>	11 x 8-1/2"	60# White Uncoated Permanent Book (Archival Quality) – A270	400
7-21SUMM-R Tabulation B	X		District Summary of Reporting and Declaration Forms - Tabulation B of Declaration of Trust's or Estate's Landholdings Forms (Form 7-21Trust)	2 – Panel 2 is blank.	Pantone 174U Brown	<i>Must Be On Archival Paper</i>	11 x 8-1/2"	60# White Uncoated Permanent Book (Archival Quality) – A270	200
7-21SUMM-R Tabulation C	X		District Summary of Reporting and Declaration Forms - Tabulation C of Declaration of Public Entity's Landholdings Forms (Form 7-21PE)	2 – Panel 2 is blank.	Pantone 174U Brown	<i>Must Be On Archival Paper</i>	11 x 8-1/2"	60# White Uncoated Permanent Book (Archival Quality) – A270	200
7-21SUMM-R Tabulation D	X		District Summary of Reporting and Declaration Forms - Tabulation D of Report of Religious Or Charitable Organization's Landholdings Forms (Form 7-2194)	2 – Panel 2 is blank.	Pantone 174U Brown	<i>Must Be On Archival Paper</i>	11 x 8-1/2"	60# White Uncoated Permanent Book (Archival Quality) – A270	200
7-21SUMM-R Tabulation E	X		District Summary of Reporting and Declaration Forms - Tabulation E of Reporting Form Errors, Omissions, and Discrepancies	2 – Panel 2 is blank.	Pantone 174U Brown	<i>Must Be On Archival Paper</i>	11 x 8-1/2"	60# White Uncoated Permanent Book (Archival Quality) – A270	200

Form Number	Form	Instruction	Form Title	No. of Pages	Color of Ink	Notes	Trim Size	Stock	Estimated Annual Quantity
7-21SUMM-R Tabulation F	X		District Summary of Reporting and Declaration Forms - Tabulation F of Part Owners Subject To Prior Law Provisions	2 – Panel 2 is blank.	Pantone 174U Brown	<i>Must Be On Archival Paper</i>	11 x 8-1/2"	60# White Uncoated Permanent Book (Archival Quality) – A270	400
7-21SUMM-R Tabulation G	X		District Summary of Reporting and Declaration Forms - Tabulation G of Declaration of Farm Operator Information Forms (Form 7-21FARMOP)	2 – Panel 2 is blank.	Pantone 174U Brown	<i>Must Be On Archival Paper</i>	11 x 8-1/2"	60# White Uncoated Permanent Book (Archival Quality) – A270	200
7-21INFO		X	General Information About The RRA Forms	12 – No blanks.	Black	1 fold, booklet style, 2 staples (Saddle stitched)	12 pages Self Cover 8-1/2 x 11"	60# White Offset Book – A60	6,800
7-21TRUST		X	Declaration of Trust's or Estate's Landholdings	6 – No blanks.	Pantone 335U Green	2 folds	25-1/2 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	1,200
7-21TRUST	X		Declaration of Trust's or Estate's Landholdings	4 – No blanks.	Pantone 335U Green	1 fold	11 x 17" fold to 11 x 8-1/2"	60# White Offset Book – A60	1,400
7-21PE		X	Declaration of Public Entity's Landholdings	12 – Panels 11 and 12 are blank.	Pantone 335U Green	1 fold, booklet style 2 staples (Saddle stitched)	12 pages Self Cover 8-1/2 x 11"	60# White Offset Book – A60	600
7-21PE	X		Declaration of Public Entity's Landholdings	6 – No blanks.	Pantone 335U Green	2 folds	11 x 25-1/2" fold to 11 x 8- 1/2"	60# White Offset Book – A60	600
7-21PE-IND	X	X	Attachment Sheet for Form 7-21PE (Identification of Indirectly Held Land)	2 – No blanks.	Pantone 335U Green	Form & Instructions are printed as 1 double- sided sheet	8-1/2 x 11" Instruction on face, Form on back	60# White Offset Book – A60	400
7-21VERIFY		X	Verification of Landholdings	2 – No blanks.	Pantone 513U Purple	1 double- sided sheet	8-1/2 x 11" sheet	60# White Offset Book – A60	1,900
7-21VERIFY	X		Verification of Landholdings	2 – No blanks.	Pantone 513U Purple	1 double- sided sheet	11 x 8-1/2" single sheet	60# White Offset Book – A60	3,000
7-21FARMOP		X	Declaration of Farm Operator Information	4 – No blanks.	Pantone 335U Green	1 fold	17 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	400

Form Number	Form	Instruction	Form Title	No. of Pages	Color of Ink	Notes	Trim Size	Stock	Estimated Annual Quantity
7-21FARMOP	X		Declaration of Farm Operator Information	4 – No blanks.	Pantone 335U Green	1 fold	11 x 17" fold to 11 x 8-1/2"	60# White Offset Book – A60	600
7-21XS		X	Designation of Excess Land	6 – No blanks.	Pantone 199U Red	2 folds	25-1/2 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	700
7-21XS	X		Designation of Excess Land	2 – No blanks.	Pantone 199U Red	1 double-sided sheet	11 x 8-1/2"	60# White Offset Book – A60	1,000
7-21XSINAQ	X	X	Attachment Sheet for Form 7-21XS	2 – No blanks.	Pantone 199U Red	Form & Instructions are printed as 1 double-sided sheet	8-1/2 x 11" Instruction on face, Form on back	60# White Offset Book – A60	300
7-21FC		X	Selection of Full-Cost Land	6 – No blanks.	Pantone 199U Red	2 folds	25-1/2 x 11" fold to 8-1/2 x 11"	60# White Offset Book – A60	800
7-21FC	X		Selection of Full-Cost Land	2 – No blanks.	Pantone 199U Red	1 double-sided sheet	11 x 8-1/2"	60# White Offset Book – A60	1,300
7-21CONT-O	X		Continuation Sheet for Directly Owned Land	2 – No blanks.	Black	1 double-sided sheet	11 x 8-1/2"	60# White Offset Book – A60	600
7-21CONT-L	X		Continuation Sheet for Directly Leased Land	2 – No blanks.	Black	1 double-sided sheet	11 x 8-1/2"	60# White Offset Book – A60	1,200
7-21CONT-I	X		Continuation Sheet for Indirectly Held Land	2 – No blanks.	Black	1 double-sided sheet	11 x 8-1/2"	60# White Offset Book	700
7-21BOOK-C	X	X	Certification Forms Booklet - Cover is 65-80# Vellum, Blue, Trim size is 9 x 11", stapled 2 on left. Cover 1 prints in black ink, covers 2,3 and 4 are blank. 7-21INFO prints in black, 7-2180EZ, 7-2180 and 7-2181 print in Pantone 302U Blue, 7-21VERIFY prints in Pantone 513U Purple, 7-21TRUST prints in Pantone 335U Green, 7-21XS and 7-21FC print in Pantone 199U Red. ALL FORMS require 2 copies per form to be inserted into book and are printed head to foot and are perforated. Instructions print head to head and are not perforated.	See Pages 7 and 8	Black Ink on the cover, colored ink for forms (match Pantone number indicated)	See Pages 7 and 8	See Pages 7 and 8	60# White Offset Book – A60 for text and 65-80# blue vellum (match sample for color and weight)	800

Form Number	Form	Instruction	Form Title	No. of Pages	Color of Ink	Notes	Trim Size	Stock	Estimated Annual Quantity
7-21BOOK-R	X	X	Reporting Forms Booklet - Cover is 65-80# Vellum, Brown, trim size is 9 x 11", stapled 2 on left. Cover 1 prints in black ink, covers 2, 3, and 4 are blank. 7-21INFO prints in black ink, 7-2190EZ, 7-2190 and 7-2191 print in Pantone 174U Brown, 7-21VERIFY print in Pantone 513U Purple, 7-21TRUST prints in Pantone 335U Green, 7-21XS and 7-21FC print in Pantone 199U Red. ALL FORMS require two copies per form to be inserted into booklet and are printed head to foot and are perforated, instructions print head to head and are not perforated.	See Pages 8 and 9	Black Ink on the cover, colored ink for forms (match Pantone number indicated)	See Pages 7 and 8	See Pages 7 and 8	60# White Offset Book – A60 for text and 65-80# brown vellum (match sample for color and weight)	100

ADDITIONAL INFORMATION

Furnished Materials: Electronic files containing pdf files for each item and previous samples plus additional information.

Instructions that print with more than 2 panels (17 x 11” or 25-1/2 x 11”) when printed independently from the Certification and Reporting Booklets will print as individual 9 x 11” pages when printed for and incorporated into the booklets.

Paper: Contractor shall provide sample of cover stock to be used on RRA Certification and Reporting Forms Booklets. These samples shall be sent with proofs.

RRA Certification Forms Booklet: Cover: **Blue** equal to JCP Code L20, Vellum-Finish Cover, 65-80 lbs., text/foldins: 60 lbs. White Offset Book, equal to JCP Code A60. See sample for color and weight of cover.

RRA Reporting Forms Booklet: Cover: **Brown**, 65-80 lbs., equal to JCP Code L20, Vellum-Finish Cover, text/foldins: 60 lbs. White Offset Book, equal to JCP Code A60. See sample for color and weight of cover.

RRA Forms and RRA Instructions (except 7-21SUMM-C Form, 7-21SUMM-C Tabulation Forms A through G, 7-21SUMM-R Form, and 7-21SUMM-R Tabulation Forms A through G): 60 lbs. White Offset Book, equal to JCP Code A60.

RRA Forms (7-21SUMM-C Form, 7-21SUMM-C Tabulation Forms A through G, 7-21SUMM-R Form, and 7-21SUMM-R Tabulation Forms A through G): White, Uncoated Permanent Book (archival quality), 60 lbs. equal to JCP Code A270.

Various Ink colors including: Black, Pantone 302 Blue, Pantone 174 Brown, Pantone 335 Green, Pantone 199 Red, and Pantone 513 Purple or CMYK Build for each of these colors. Please note, all items print in one color only. (Previous samples show colors for each of the different parts of this project).

Proofs: Proofs are required on all items. Digital or similar proofs. Digital proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product. The contractor will also be required to show perforation lines on forms for RRA Booklets. Pantone colors must be noted for each item.

Proofs will be withheld not more than 4 workday(s) from receipt by the Government to receipt in contractor's plant. Contractor shall provide proper mailing (FedEx or other) to agency for return of proofs. Contractor must not print prior to receipt of "OK" to print by agency. Contractor shall also provide samples of cover stock to be used on Booklet R and Booklet C (Items 1 and 2) when providing proofs.

Preproduction Samples: When requested, one pre-production sample of each instruction, form, and booklet will be required. Construction and paper should be the same as that used on the final product. **This sample will be reviewed and approved/disapproved in approximately 1 (one) day.** If disapproved, the contractor will be required to make the necessary corrections and a second preproduction sample may or may not be required.

Deliver proofs and Preproduction Samples (upon request) to: Attn: Publishing Services (84-21131), US Department of the Interior, Bureau of Reclamation, 6th Avenue and Kipling Street, Building 67, Room 170, Denver Federal Center, Denver CO 80225-0007.

Contractor shall provide all furnished materials with proofs. Contractor shall also provide a copy of contractor's proof memo, and information identifying a point of contact and phone number.

Binding and Bindery Inspection: Binding requirements as noted above for each item. Please notify agency per the terms of the contract for the bindery inspection.

Packing: Keep all items separate. RRA Booklets shrink wrap in units of 10. RRA Forms and RRA Instructions shrink wrap in units of 50. Box items in boxes of approximately 11-1/4 x 8-3/4 x 12".

Contractor must clearly identify the contents of all packages and cartons with Item Number, title of Form, Instruction, and Booklet, as applicable, including revision date and quantity. Forms, instructions, and booklets are to be grouped and palletized together by Form number in order to facilitate future distribution. For example, RRA Booklets on one pallet, all 7-2180 instructions and forms on one pallet, etc. (as applicable, if pallets are required).

Delivery requirements: **Delivery of completed product must be completed on or before September 15.** Please see information below regarding notification.

1 set of each item (collated), all original materials, etc. to:

US Department of the Interior
Bureau of Reclamation
Attn: Publishing Services
6th Avenue & Kipling
Bldg. 67, Rm. 170
Denver Federal Center
Denver CO 80225-0007
(Inside delivery required)

All remaining items:

US Department of the Interior
Bureau of Reclamation
6th Avenue and Kipling Street
Building 56, 1900 Wing (S-6 Entrance)
Denver Federal Center
Denver CO 80225-0007
(Inside delivery required)

All deliveries to the Denver Federal Center must enter at Gate 2. **SEE MANDATORY DELIVERY REQUIREMENTS, page 27.** Information contained within these mandatory requirements include the notification of the agency two days prior to delivery of these products in order to make arrangements for someone to be on site at the above location at the time of the delivery. The date of the delivery must be provided and a two-hour window of delivery on the above site on the actual day must be provided to have someone at that location at that time for acceptance of the delivery. Please provide details regarding the number of pallets/boxes to be shipped.

MANDATORY DELIVERY REQUIREMENTS

Denver Federal Center Delivery Instructions:

The Bureau of Reclamation security requirements mandate that all printing deliveries **must** be scheduled **two-workdays** in advance. To schedule an appointment for delivery, please contact the Reclamation Printing Procurement Branch on (303) 445-2066 or 2065. A detailed email to publishingservices@usbr.gov is an acceptable method to schedule delivery appointment if preferred.

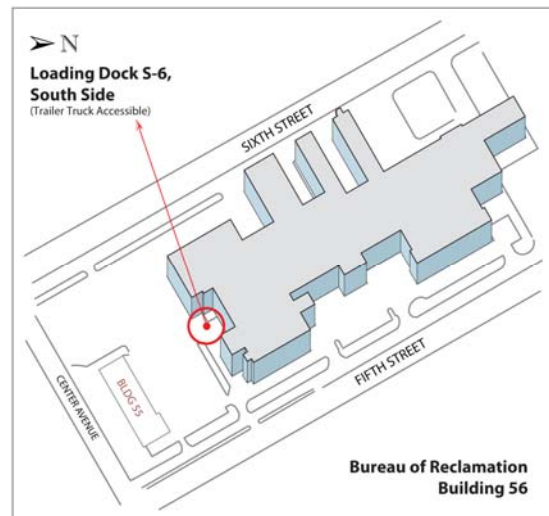
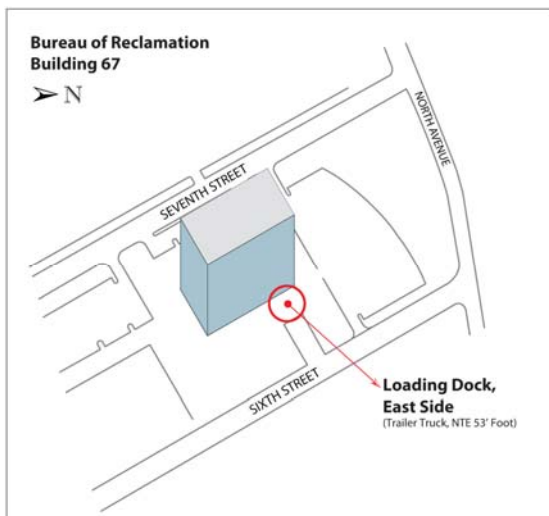
Any delivery attempt without proper notification shall be denied, the warehouse locations are not staffed and deliveries can not be accepted without a Receiving Official present.

The following information is required when calling to schedule a delivery. Please have this available prior to calling to establish a delivery time.

- Shipping Company Name
- Shipping Company Contact and Number
- Shipping Reference Number
- Date and time of delivery (day must be specific, time window NTE 4 hours)
- GPO Job Jacket and Requisition number
- Product Title
- Quantity Shipped (total number of copies and number of skids)
- Estimated Ship Weight

The Denver Federal Center (DFC) is a secured site. All deliveries are required to enter through Gate #2 Security Check Point. Entrance is a right turn only entrance, and drivers will need to travel South bound on Kipling to enter gate. If they are traveling North on Kipling they will not be able to turn left to enter the DFC due to the intersection layout and design. All individuals must show a valid U.S. Driver's License or U.S. Federal ID, all vehicles are subject to search and inspection. Once driver is at the required loading dock entrance, they may use the telephone call box to contact the number cited for building access.

See provided Denver Federal Center Map for directions and Gate #2 location.



SPECIFICATIONS FOR RRA FORMS PROJECT – FY FORMS

Each order will contain a GPO Form 2511 Print Order and a multi-page (usually 6) specification description. The sample provided below is an example of this specification description. This is not an actual specification but an example of how it would appear. Information provided as representative visual layout only and not for content.

Specifications for RRA Forms Project – FY Forms

This order consists of 54 items to be produced as follows: Item 1 Certification Forms Booklet 7-21 Book-C and Item 2 Reporting Forms Booklet 7-21 Book-R contain several of the other 52 items to be produced.

Item 1: Certification Forms Booklet 7-21BOOK-C:

Description: Trim Size 9 x 11", 64 text pages, 6 fold-outs, plus separate two-piece cover. Cover 1 prints in black ink, covers 2, 3 and 4 are blank.

Text consists of the following:

- Item 3 (7-21INFO) 12 pages, 9 x 11 printed face and back (head to head) (portrait style) in black ink
- Item 6 (Form 7-2180EZ Instructions) 3 pages, 9 x 11" (portrait style), 1 leaf face and back, 1 leaf face only in Pantone 302 Blue
- Item 7 (7-2180EZ Form), 2 copies, 1 leaf 9 x 11 printed face and back in Pantone 302 Blue, head to foot (landscape style) with perforation on each form 1/2" from the spine
- Item 4 (Form 7-2180 Instructions), 6 pages, 9 x 11", printed face and back (head to head) (portrait style) in Pantone 302 Blue
- Item 5 (7-2180 Form), 2 copies, (11 x 17" fold-out) 4 pages(8-1/2 x 11") printed face and back in Pantone 302 Blue (landscape style) with perforation on each form 1/2" from the spine
- Item 4A (Form 7-2181 Instructions), 6 pages, 9 x 11" printed face and back (head to head)(portrait style) in Pantone 302 Blue
- Item 5A (7-2181 Form), 2 copies, (11 x 17" fold-out) 4 pages, 9 x 11" printed face and back (head to foot) in Pantone 302 Blue (landscape style) with perforation on each form 1/2" from the spine
- Item 19 (Form 7-21VERIFY Instructions), 2 pages, 9 x 11", 1 leaf face and back (portrait style) in Pantone 513 Purple
- Item 20 (7-21VERIFY Form) 2 copies, 2 pages, 9 x 11", printed face and back (head to foot) in Pantone 513 Purple (landscape style) with perforation on each form 1/2" from spine
- Item 17 (Form 7-21TRUST Instructions), 6 pages, 9 x 11", printed face and back (head to head) (portrait style) in Pantone 335 Green
- Item 18A (7-21TRUST Form) 2 copies, (11 x 17") 4 pages, 9 x 11", printed face and back (head to foot) in Pantone 335 Green (landscape style) with perforation on each form 1/2" from spine
- Item 21A (Form 7-21XS Instructions), 6 pages, 9 x 11", printed face and back (head to head) (portrait style) in Pantone 199 Red
- Item 22A (7-21XS Form) 2 copies, 2 pages, 9 x 11", printed face and back (head to foot) in Pantone 199 Red (landscape style) with perforation on each form 1/2" from spine
- Item 21 (Form 7-21FC Instructions), 6 pages, 9 x 11", printed face and back (head to head) (portrait style) in Pantone 199 Red
- Item 22 (7-21FC Form) 2 copies, 2 pages, 9 x 11", printed face and back (head to foot)in Pantone 199 Red (landscape style) with perforation 1/2" from spine.

Item 2: Reporting Forms Booklet 7-21BOOK-R:

Trim Size 9 x 11", 64 text pages, 6 fold-outs, plus separate two-piece cover. Cover 1 prints in black ink, covers 2,3 and 4 are blank.

Text consists of the following:

- **Item 3 (7-21INFO)** 12 pages, 8-1/2 x 11" printed face and back (head to head) (portrait style) in black ink
- **Item 12 (Form 7-2190EZ Instructions)** 3 pages, 8-1/2 x 11", with one leaf face and back and one leaf face only (portrait style) in Pantone 174 Brown
- **Item 13 (7-2190EZ Form)** 2 copies, 2 pages, 8-1/2 x 11", printed face and back (head to foot) (landscape style) in Pantone 174 Brown with perforation 1/2" from spine
- **Item 10 (Form 7-2190 Instructions)**, 6 pages, 8-1/2 x 11", printed face and back (head to head)(portrait style) in Pantone 170 Brown
- **Item 11 (7-2190 Form)**, 2 copies, (11 x 17") 4 pages, 8-1/2 x 11",printed face and back (head to foot) (landscape style) in Pantone 174 Brown with perforation 1/2" from spine
- **Item 10A (Form 7-2191 2016 Instructions)** 6 pages, 8-1/2 x 11", printed face and back (head to head) (portrait style) in PMS 174 Brown
- **Item 11A (7-2191 2016 Form)** 2 copies, (11 x 17" fold-out), 4 pages, 8-1/2 x 11", printed face and back in PMS 174 Brown (head to foot) (landscape style) with perforation 1/2" from spine
- **Item 19 (Form 7-21VERIFY Instructions)** 2 pages, 8-1/2 x 11", with one leaf face and back (portrait style) in Pantone Purple
- **Item 20 (7-21VERIFY Form)**, 2 copies, 2 pages, 8-1/2 x 11", printed face and back (head to foot) in Pantone Purple (landscape style) with perforation 1/2" from spine
- **Item 17 (Form 7-21TRUST Instructions)** 6 pages, 8-1/2 x 11", printed face and back (head to head) (portrait style) in PMS 335 Green
- **Item 18A (7-21TRUST Form)**, (11 x 17" fold-out), 4 pages, 8-1/2 x 11", printed face and back (head to foot) in PMS 335 Green (landscape style) with perforation 1/2" from spine
- **Item 21A (Form 7-21XS Instructions)** 6 pages, 8-1/2 x 11", printed face and back (head to head)(portrait style) in PMS 199 Red
- **Item 22A (7-21XS Form)** 2 copies, 2 pages, 8-1/2 x 11", printed face and back (head to foot) in PMS 199 Red (landscape style) with perforation 1/2" from spine
- **Item 21 (Form 7-21FC Instructions)** 6 pages, 8-1/2 x 11", printed face and back (head to head) (portrait style) in PMS 199 Red
- **Item 22 (7-21FC Form)**, 2 copies, 2 pages, 8-1/2 x 11", printed face and back (head to foot) (landscape style) in PMS 199 Red with perforation 1/2" from spine.

Additional Assembly Information for Items 1 and Items 2: Size of copy provided is 8-1/2 x 11" (Camera copy and pdf files) however the 9 x 11" trim size stated above for each item includes a 1/2" apron on all pages/foldouts/covers. Care must be taken so that the fold on the foldouts is not trimmed off. Text and/or foldins perforate as indicated above along the entire 11" depth located 1/2" from the bind edge which are actually 7 distinct detachable forms in duplicate.

Note: Make sure all pages assembled are in proper position with portrait pages top to bottom, perforated form pages with perforations on binding edge and foldouts with fold to outside margin).

Item 3: Form 7-21INFO Instructions: 8-1/2 x 11", 12 pages printed face and back (head to head) (portrait style) in black ink only with self cover, saddle wire stitch in 2 places along the 11" left and trim 3 sides.

Item 4 – Form 7-2180 Instructions, "Certification of Individual's Landholdings";
Item 4A – Form 7-2181 Instructions, "Certification of Entity's Landholdings";
Item 4B – Form 7-2184 Instructions, "Certification of Religious Or Charitable Organization's Landholdings";

Each item is self cover consisting of 6 text pages in Pantone 302 Blue (25-1/2 x 11") single sheet printing head to head and folding to 8-1/2 x 11" with 2 parallel wraparound folds, title panel out.

Item 5 – Form 7-2180, "Certification of Individual's Landholdings";
Item 5A – Form 7-2181, "Certification of Entity's Landholdings";
Item 5B – Form 7-2184, "Certification of Religious Or Charitable Organization's Landholdings";

Each item is self cover, 11 x 17", consisting of 4 text pages, 8-1/2 x 11". Single sheet printed head to foot (landscape style) and folding to 8-1/2 x 11" with title panel out in Pantone 302 Blue.

Item 6: Form 7-2180EZ Instructions, "EZ Certification of Individual's Landholdings";
Size 11 x 17" with self cover, consisting of 4 text pages, 8-1/2 x 11", of which the last page is blank (17 x 11" single sheet) printing head to head (portrait style) and folding to 8-1/2 x 11" with title panel out in Pantone 302 Blue.

Item 7: Form 7-2180EZ, "EZ Certification of Individual's Landholdings";
Size 11 x 8-1/2" printed head to foot (landscape style) in Pantone 302 Blue

Item 8: Form 7-21SUMM-C Instructions, "District Summary of Certification and Declaration Forms";

Size 11 x 17" folded to 8-1/2 x 11", self cover consisting of 8 pages, printed head to head (portrait style) in Pantone 302 Blue, saddle-stitched in 2 places along the 11" left and trim 3 sides.

Item 9: Form 7-21SUMM-C, "District Summary of Certification and Declaration Forms":

Item 9A: Form 7-21SUMM-C, Tabulation A, "District Summary of Certification and Declaration Forms Tabulation AS of Individual and Entity Certification Forms";

Item 9B: Form 7-21SUMM-C, Tabulation B, "District Summary of Certification and Declaration Forms Tabulation B of "Declaration of Trust or Estate's Landholdings" Forms";

Item 9C: Form 7-21SUMM-C, Tabulation C, "District Summary of Certification and Declaration Forms Tabulation C of "Declaration of Public Entity's Landholdings" forms";

Item 9D: Form 7-21SUMM-C, Tabulation D, "District Summary of Certification and Declaration Forms Tabulation D of "Verification of Religious or Charitable Organizations Landholdings";

Item 9E: Form 7-21SUMM-C, Tabulation E, "District Summary of Certification and Declaration Forms Tabulation E of Certifications from Errors, Omissions, and Discrepancies";

Item 9F: Form 7-21SUMM-C, Tabulation F, "District Summary of Certification and Declaration Forms Tabulation F of Part Owners Subject to Discretionary Provisions";

Item 9G: Form 7-21SUMM-C, Tabulation G, "District Summary of Certification and Declaration Forms Tabulation G of "Declaration of Farm Operator Information" forms (Form 7-21FARMOP);

Each item, 11 x 8-1/2" prints one side only (landscape style) in Pantone 302.

Note: Each of these items print on Archival stock

Item 10: Form 7-2190 Instructions, "Report of Individual's Landholdings";

Item 10A: Form 7-2191 Instructions, "Report of Entity's Landholdings";

Item 10B: Form 7-2194 Instructions, "Report of Religious or Charitable Organization's Landholdings";

Each item, self cover consisting of 6 text pages, 8-1/2 x 11", (25-1/2 x 11" single sheet printed head to head and folded to 8-1/2 x 11" with 2 parallel wraparound folds with title panel out in Pantone 174 Brown.

Item 11: Form 7-2190, "Report of Individual's Landholdings";
Item 11A: Form 7-2191, "Report of Entity's Landholdings";
Item 11B: Form 7-2194, "Report of Religious or Charitable Organization's Landholdings";
Each item, self cover consisting of 4 text pages, 8-1/2 x 11", (11 x 17" single sheet printed head to foot (landscape style) and folding to 11 x 8-1/2" with title panel out in Pantone 174 Brown.

Item 12: Form 7-2190EZ Instructions, "EZ" Report of Individual's Landholdings;
Self cover consisting of 4 text pages, 8-1/2 x 11" with the last page blank, (17 x 11" single sheet printed head to head (portrait style) and folded to 8-1/2 x 11" with title panel out in Pantone 174 Brown.

Item 13: Form 7-2190EZ, "EZ" Report of Individual's Landholdings;
Size 11 x 8-1/2" printed head to foot (landscape style) in Pantone 174 Brown.

Item 14: Form 7-21SUMM-R Instructions, "District Summary of Reporting and Declaration Forms";
11 x 17" folded to 8-1/2 x 11", self cover consisting of 8 pages, 8-1/2 x 11" printed head to head (portrait style) in Pantone 174 Brown, saddle-stitched in 2 places along the 11" left and trim 3 sides.

Item 15: Form 7-21SUMM-R, "District Summary of Reporting and Declaration Forms";
Item 15A: Form 7-21SUMM-R, Tabulation A, "District Summary of Reporting and Declaration Forms Tabulation A of Individual and Entity Reporting Forms (Forms 7-2190, 7-2190EZ, and 7-2191";
Item 15B: Form 7-21SUMM-R, Tabulation B, "District Summary of Reporting and Declaration Forms Tabulation B of "Declaration of Trust's Estate Landholdings" forms (Form 7-21Trust)";
Item 15C: Form 7-21SUMM-R, Tabulation C, "District Summary of Reporting and Declaration Forms Tabulation C of "Declaration of Public Entity's Landholdings, Form 7-21PE";
Item 15D: Form 7-21SUMM-R, Tabulation D, "District Summary of Reporting and Declaration Forms Tabulation D of "Report of Religious or Charitable Organization's Landholdings Forms (7-2194)";
Item 15E: Form 7-21SUMM-R, Tabulation E, "District Summary of Reporting and Declaration Forms Tabulation E of Reporting Form Errors, Omissions, and Discrepancies";
Item 15F: Form 7-21SUMM-R, Tabulation F, "District Summary of Reporting and Declaration Forms Tabulation F of Part Owners Subject to Prior Law Provisions";
Item 15G: Form 7-21SUMM-R, Tabulation G, "District Summary of Reporting and Declaration Forms Tabulation G of "Declaration of Farm operator Information" Forms";
Each item, 8-1/2 x 11" prints one side only (landscape style) in Pantone 174 Brown.
Note: Each of these items print on Archival stock

Item 16: Form 7-21PE Instructions, "Declaration of Trust's of Estate's Landholdings";

Self cover consisting of 12 pages, 8-1/2 x 11", with the last two pages blank, printed head to head (portrait style) in Pantone 335 Green, saddle-stitched in 2 places along the 11" left and trim 3 sides.

Note: As a saddle stitched product, produce as 3 11 x 17" leaves folded to 8-1/2 x 11" and stitched)

Item 16A: Form 7-21FARMOP Instruction, "Declaration of Farm Operator Information";
Self cover consisting of 4 pages, 8-1/2 x 11" (17 x 11" single sheet printed head to head, folded to 8-1/2 x 11" with title panel out in Pantone 335 Green.

Item 17: Form 7-21TRUST Instructions, "Declaration of Trust's or Estate's Landholdings";
Self cover consisting of 6 text pages (25-1/2 x 11" single sheet printed head to head and folded to 8-1/2 x 11" with 2 parallel wraparound folds, title panel out, in Pantone 335 Green.

Item 18: Form 7-21FARMOP, "Declaration of Farm Operator Information";
Item 18A: Form 7-21TRUST, "Declaration of Trust's or Estate's Landholdings";
Self cover consisting of 4 text pages, 8-1/2 x 11", (11 x 17" single sheet printed head to foot (landscape style), folded to 8-1/2 x 11" with title panel out in Pantone 335 Green.

Item 18B: Form 7-21PE, "Declaration of Public Entity's Landholdings";
Self cover consisting of 6 text pages, 8-1/2 x 11" (25-1/2 x 11" single sheet printed head to foot (landscape style), folded to 8-1/2 x 11" with 2 parallel wraparound folds with title panel out in Pantone 335 Green.

Item 19: Form 7-21VERIFY Instructions, "Verification of Landholdings";
Consisting of two pages, 8-1/2 x 11" printed head to head (portrait style) in Pantone 513 Purple.

Item 20: Form 7-21VERIFY, "Verification of Landholdings";
Consisting of two pages, size 8-1/2 x 11", printed head to foot (landscape style) in Pantone 513 Purple.

Item 21: Form 7-21FC Instructions, "Selection of Full-Cost Land";
Item 21A: Form 7-21XS Instructions, "Designation of Excess Land";
Self cover consisting of 6 text pages, 8-1/2 x 11" (25-1/2 x 11" single sheet printed head to head (portrait style), folded to 8-1/2 x 11" with 2 parallel wraparound folds with title panel out in Pantone 199 Red.

Item 22: Form 7-21FC, "Selection of Full-Cost Land";
Item 22A: Form 7-21XS, "Designation of Excess Land";
Consisting of 2 pages, 8-1/2 x 11" printed head to foot (landscape style) in Pantone 199 Red.

Item 23: Form 7-21XSINAQ Instructions/Form, "Attachment Sheet for Form 7-21XS";
(Form and instructions are printed as one double-sided sheet), 8-1/2 x 11" printed head to side in Pantone 199 Red.

Item 24: 7-21PE-IND Instructions/Form, "Attachment Sheet for Form 7-21PE (Identification of Indirectly Held Land)";
(Form and instructions are printed as one double-sided sheet), 8-1/2 x 11" printed head to side in Pantone 335 Green.

Item 25: 7-21CONT-O, "Continuation Sheet for Directly Owned Land";
Item 25A: 7-21CONT-L, "Continuation Sheet for Directly Leased Land";
Item 25B: 7-21CONT-I, "Continuation Sheet for Indirectly Held Land";
Each item, 8-1/2 x 11", printed head to foot (landscape style) in black ink.

SAMPLE