

Program No 2364-S Term Date of Award thru April 30, 2018				
TITLE: CASEBINDING				
			Long's-Roullet Bookbinders	
		BASIS OF		450-53100
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST
I.	CASEBINDING, PACKING, AND DISTRIBUTION			
(a)	Double-Fan Adhesive Bound.....per volume			
(1)	Up to and including 1"	50	30	1,500.00
(2)	Over 1"	180	30	5,400.00
II.	ADDITIONAL OPERATIONS			
(a)	Packing furnished materials into contractor-furnished boxes.....per order..	12	N/C	
	CONTRACTOR TOTALS			\$6,900.00
	DISCOUNT		NET	
	DISCOUNTED TOTALS			\$6,900.00
	Abstracted by: Richard Gilbert			AWARD
	Reviewed by: W. Ward			

U.S. GOVERNMENT PUBLISHING OFFICE
Virginia Beach, VA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Casebinding

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

DLA Document Services

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending April 30, 2018, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Virginia Beach, VA time, on April 28, 2017

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 291 Independence Boulevard, Suite 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Virginia Beach, VA Regional Office, Fax No. (757) 490-7950. 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. ***NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.***

Do NOT fax double sets or extra copies of forms that have not been requested; only Form 910 and the pages in SECTION 4 of these specifications, with all of the information completed as requested.

Abstracts of contract prices are available:

<https://www.gpo.gov/gpo/abstracts/abstract.action?region=VirginiaBeach>

For information of a technical nature call Richard Gilbert at (757) 490-7944 (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 (Rev. 8-02)).

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>.

The ANSI/NISO/LBI Z39.78-2000 Library Binding Standard may be obtained from the Library Binding Institute, 4440 PGA Boulevard, Suite 600, Palm Beach Gardens, FL 3341 (Telephone: (561) 745-6821); or, it may be ordered or downloaded through the LBI site <http://www.lbibinders.org>. It is also available from NISO from NISO Press, P.O. Box 1056, Bethesda, MD 20827.

The Guide to the Library Binding Institute Standard for Library Binding, (Chicago, ALA, 2008), is available from the American Library Association, 50 East Huron Street, Chicago, IL 60611-2795 (Telephone (312) 944-6780).

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.

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

Product Quality Levels:

Finishing (casebinding related) Attributes – Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to April 30, 2018, 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 January 31, 2017, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PREAWARD SURVEY: In order to determine the responsibility of the contractor, 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.

PREAWARD TEST: The contractor being considered for award will be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish sample periodical issues that, when casebound, will not exceed 1" in thickness. The sample periodical issues will be furnished in accordance with these specifications and are representative of the items that are to be casebound under these specifications.

The prospective contractor shall provide one (1) casebound test sample using the furnished periodical issues bound and stamped in accordance with the specifications stated herein.

The furnished test material must be picked up from: U.S. Government Publishing Office, RO, 291 Independence Blvd., Ste. 401, Virginia Beach, VA 23462.

Preaward test sample must be submitted to the address indicated above within seven (7) workdays of receipt of furnished test material.

If preaward test sample is disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit an additional test sample if so notified by the Contracting Officer.

In the event the additional test sample is disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver completed preaward test sample within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the complete performance of this preaward test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Government Publishing Office, Virginia Beach, VA, immediately after award.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through April 30, 2018, 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.

PAYMENT: Billing invoices must be submitted to the U.S. Government Publishing Office for payment. Submit to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for more information.)

When processing billing invoices for payment, at the contractor's option, the contractor may fax the completed invoice to GPO by utilizing the GPO barcode coversheet program application. The barcode coversheet can be accessed at: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Contractor to follow the instructions as indicated.

Facsimile transmission should only be used when no samples are required with the contractor's invoice, otherwise payment will be held up while the invoice is returned to the contractor for the required sample(s).

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the procurement of casebinding of periodicals requiring such operations as casebinding, gold foil hot stamping, packing, and distribution.

TITLE: Casebinding.

FREQUENCY OF ORDERS: Approximately 1 order per month.

QUANTITY: It is impossible to predetermine the number of casebound volumes that will be required during the term of this contract. However, based on past performance, it is anticipated that up to approximately 400 casebound volumes will be required annually.

TRIM SIZE: Periodical series issues will be up to and including 8-1/2 x 11”.

Binding text block size is approximately 1/2” to 2-1/2” thick.

GOVERNMENT TO FURNISH: For the purposes of this contract, a periodical publication is defined as a series of two or more serially numbered graphic units bound together.

Approximately 50 to 75 issues of different periodical series will be furnished per month. The ordering agency will bundle together the issues of a periodical series that when casebound will not be less than 1/2” and will not be more than 2-1/2” in thickness. Due to the varying number of pages per periodical series, the number of issues per periodical series to be casebound will also vary. Based on historical data, the different periodical series contain approximately 100 to 400 pages per issue. (NOTE: Occasionally, a furnished periodical may exceed 400 pages; however, the casebound volume will not exceed 2-1/2” in thickness.) Periodical series issues could be furnished perfect-bound or saddle-stitched. Each different periodical series will be casebound separately.

Individual binding instructions per periodical series will be furnished (see “GOVERNMENT TO FURNISH”).

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

After award, the ordering agency and the contractor will establish who will be responsible for packing the furnished materials into the boxes provided by the contractor (see below).

Additionally, after award, the contractor must furnish the following –

- Suitable shipping containers when picking up material to be bound, and when delivering the completed product(s). Refer to “PACKING.”
- Samples of binding materials showing the colors available to be ordered under this contract.
- The range of colors of buckram available on the market at the time of binding.
- At no additional expense, binding forms. The contractor must provide instructions in their use to the ordering agency, if GPO Form 909 is not acceptable. If the contractor uses adhesive to affix the binding instruction slips to the text to be bound, the adhesive must be such that it will not damage the text.
- Preprinted binding forms for periodically series titles previously bound and already established in the contractor’s database. The information on the forms must be correct, based on instructions provided by the ordering agency, and the forms must be supplied in a timely manner. These established instructions will not be altered by the contractor without permission from the agency.

- The contractor must also maintain records for the spine stamping pattern, color of cover, and color of stamping foil so that uniformity of sets can be maintained.

CONTRACTOR'S RESPONSIBILITY: The contractor must verify the number of periodical series issues picked up. The contractor will be responsible for the safekeeping of the Government's materials submitted for binding under the terms and conditions of this contract while in his plant, or during transit to and from his plant, and will be responsible for replacing any items lost or damaged.

LOST OR DAMAGED ITEMS: The value of the materials lost will be determined by the Government, and will include processing costs. The cost and burden of locating issues requiring replacement, due to loss or damage by the contractor, shall be borne by the contractor. If the agency should choose to replace the item(s), costs to the contractor will include the cost of replacement, ordering, receiving, and processing.

Additionally, a charge shall be levied for any item found to be out of print and irreplaceable. The charge will be based on the cost of the original item times two, or the costs related to ordering, receiving, and processing a like or similar item, whichever is greater. The contractor will settle with the Government on replacement materials within 120 workdays of notification that the item(s) is missing.

If acceptable by the agency, the contractor may provide a complete and bound preservation facsimile of the missing material. The contractor will assume responsibility for all copyright and preservation facsimile related charges. If the item is in copyright, a statement from the copyright holder granting permission to make a facsimile will be bound in the front of each volume.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

End Papers – White Machine-finish Book End Paper, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A50.

Book Cloth – Colored Pyroxylin (or other non-migratory resin) Impregnated Buckram Book Cloth, F Grade.

NOTE: Buckram book cloth on all orders must conform to the American National Standard for Fabrics for Book Covers, designed ANSI L29.1-1977.

Binder Boards – Book Cover Board, approximately 0.098" thick, equal to JCP Code R30. (NOTE: Contractor may have to adjust thickness of boards due to size and weight of volume.)

MARGINS: Contractor is responsible for establishing suitable margins.

PREPARATION FOR BINDING:

Examination and Collation –

NOTE: Incomplete or imperfect periodicals will be returned unbound, at no charge to the Government, unless the Government has instructed the contractor to "bind as is."

All periodical issues shall be checked for correct issue sequence, proper sequence of pagination, and completeness. Binding instructions shall determine the arrangement of title page, index, inserts, supplements, etc.

Loose extraneous materials, such as binding forms, book cards, or subscription cards, shall not be casebound into the volumes.

Contractor must remove all covers and advertisements in the periodical issues and organize the table of contents. (NOTE: If applicable, covers can be used as the table of contents.)

Collation will be standard unless otherwise specified.

All unusable covers are to be discarded.

Preparation of Spine –

For text blocks which must have the spine edge trimmed or milled away in preparation for double-fan adhesive binding, as little as possible (cannot be in excess of 1/8" at the head, tail, or fore edge, and no folds are to be trimmed) of the edge shall be removed in order to preserve as much of the inner margin as possible. Under no circumstances shall any issue be trimmed to the extent that printed matter shall be removed in any part, unless specific permission is granted by the ordering agency. If any text or printed matter is trimmed, the contractor is responsible for the cost of the replacement issue.

Removal of Staples: All staples shall be removed from saddle-stitched issues prior to their being sewn through the fold. No text blocks shall have staples removed by trimming or milling.

Very bulky serial issues which are saddle-stitched and which cannot be sewn through the fold (e.g., when they must be bound together with non-saddle-stitched issues) shall be prepared for double-fan adhesive binding by slitting through the fold rather than by trimming or milling.

CASEBINDING: Casebind bundles of periodicals series with hard covers as specified on the print order or binding slip.

Leaf Attachment – Unless otherwise specified in this contract or specific instructions from the ordering agency, methods of leaf attachment should strictly adhere to the guidelines provided by Library Binding Standard, 2000.

Gluing the Spine – Spines of all text blocks shall be glued. The adhesive shall thoroughly coat the spines. Text blocks shall be stacked squarely and allowed to dry without the use of a heating or drying device.

Rounding and Backing – All text blocks shall be evenly rounded to form a smooth and convex spine, and a concave fore edge. Rounded text blocks shall be backed to form shoulders that are symmetrical, uniform head to tail, and as nearly equal in size to the anticipated board thickness as possible. If the contractor fails to follow instructions regarding whether a volume should be rounded and backed, he will incur a charge equal to the cost of the binding.

Text blocks sewn through the fold, but with signatures of more than 1/4" in thickness, shall be rounded, but not backed.

Lining the Spine –

Cloth lining – The spines of all text blocks shall be lined with spine lining cloth. This includes double-fan adhesive bound text blocks to which a stretchable spine lining has already been applied. The cloth shall be cut to within 1/2" of both head and tail of the text block, and shall extend squarely onto each endpaper at least 1". The grain of the spine lining cloth shall run parallel to the spine of the text block.

Extra paper lining – The spines of all volumes that have been sewn through the fold or that weigh more than five (5) pounds shall be reinforced by an extra lining of alkaline paper applied over the cloth lining for additional support. The paper shall be cut to the height and width of the spine and shall be no lighter than 60-lb. text weight. The grain of the paper lining shall run parallel to the spine of the text block.

Covers – The covers shall be made of F Grade Buckram over binder boards (see “STOCK/PAPER”), the grain of which must run parallel to the binding edge, with uniform squares. The thickness of the board must be suited to the size and weight of the volume.

The cover material must be turned in sufficiently to insure good adhesion (normally 5/8” is sufficient).

All materials must conform to the standards set forth in Library Binding Standard, 2000.

Inlays – All covers shall have an inlay of flexible paper with the grain running lengthwise of the inlay, and securely attached to the inside of the backbone of the cover. The paper shall be cut at least the same length as the cover boards, and its width must cover the back of the book after it has been rounded and backed. Inlay paper shall be not less than 0.012”, nor more than 0.030”, and shall have a minimum pH of 7.0.

Casing-in – Unless otherwise specified, all adhesive materials and applications shall be in accordance with the specifications outlined in Library Binding Standard, 2000.

Text blocks shall be cased in squarely and tightly. All squares shall be uniform around the perimeter of the text block and shall be 1/8” wide, plus or minus 1/16”, depending on the size of the text block. The corners of the covering shall be left uncut so that library corners can be made; or, shall be cut at a 45 degree angle so that traditional corners can be made. The covering material shall be turned in snugly and uniformly, approximately 5/8” on all sides, and shall adhere neatly and tightly to the edges of the boards.

Cased-in volumes shall either be pressed between metal-edged boards until thoroughly dry; or pressed in a building-in machine using sufficient pressure, dwell, and heat to ensure good adhesion of the endpapers to the boards and turn-ins, and good adhesion of the covering material to the spine lining and endsheets in the joint area of the text block. The amount of adhesive applied to the joints, and the method used for building-in, shall be sufficient to ensure that joints are tight and secure, and cannot be separated without damaging the bonded surfaces.

Endpapers shall adhere to all surfaces smoothly and be free of wrinkles and bubbles.

Double-Fan Adhesive Binding: Unless otherwise instructed by the ordering agency, issues in single sheets shall be double-fan adhesive bound using an adhesive that meets the specifications as cited in Library Binding Standard, 2000.

Preparation – The spine of the issue shall be milled to roughen it, to remove all old adhesive, and to free all leaves to allow for optimal fanning. As many papers fibers as possible shall be exposed for optimum linkage of paper and adhesive. Notching the spine is acceptable if the contractor deems it appropriate for certain issues. If the spine is notched, notches shall be no deeper than 1/8”, and in no case shall they invade the text.

Process – The milled text block shall be securely clamped. The binding edge shall be fanned first in one direction, as adhesive is applied by brush or by roller, and then in the opposite direction, as adhesive is applied. The penetration of adhesive between leaves shall be approximately 1/64” so that each leaf is tipped to the next. No adhesive shall run between pages farther than 1/8” and in no case shall it run into the text area. If the binding edge is notched, all notches shall be filled with adhesive.

Lining with stretchable fabric – A stretchable fabric lining meeting the specifications of Library Binding Standard, 2000, shall be squarely and snugly adhered to the spine of the text block. This lining shall cover the entire spine, head to tail, and shall extend onto the endpapers at least 1”.

Drying the adhesive – The text block shall be positioned squarely and allowed to dry without the use of a heating or drying device.

Second spine lining – A second lining of cloth, meeting the specifications of Library Binding Standard, 2000, shall be adhered to the spine of all text blocks bound by the double-fan method. The process shall be that specified in “lining the spine” Library Binding Standard, 2000.

Endpapers – In the case of double-fan adhesive bound text blocks, the endpapers shall be single folded sheets

reinforced at the binding edge by a strip of fabric 1-1/4" wide, that is tipped to the text block during the fanning process.

GOLD FOIL HOT STAMPING: Ordering agency will furnish the text and any agency seals/logos with the binding slip.

All stamping will be in imitation gold foil, unless otherwise specified.

All stamping shall be on the spine and/or front cover (Cover 1) of the volume as directed by the ordering agency. Volumes must be carefully measured to ensure the proper placement of stamped image.

Cover 1 – Stamping may consist of text matter and line illustrations.

Spine – Stamping will consist of title, volume, date, and any other variable information as specified by the ordering agency.

Stamping must be permanent, sharp, clean, and legible, and stamped with adequate pressure, temperature, and dwell to ensure adhesion of the foil to the covering material. Stamping must have solid impressions; no picking, pinholes, or filled letters.

Call numbers and departmental seal/logo will be stamped when specified.

When volumes are too narrow to stamp lettering across the spine, lettering must be stamped so that spine reads down (top to bottom), with the base of the lettering towards the back cover of the volume unless instructions from the ordering agency indicate otherwise.

All lettering shall be in 18-point type, unless otherwise specified. All call numbers, which cannot fit on the spine, must be stamped in the upper left-hand corner of Cover 1, as close to the spine as possible (outside of joint area). All periodicals must be stamped with title, call number, volume, date, and any other variable information as specified by the ordering agency. The contractor shall keep records of stamping patterns and color of stamping foil for periodical titles so that uniformity of sets may be maintained. Proper and accurate stamping of all volumes is essential.

PACKING: Bulk packing of issues for pickup and volumes for delivery must be in suitable, sturdy shipping containers furnished by the contractor, not to exceed 45 pounds when fully packed. Shipment integrity must be maintained. Under no circumstances shall casebound volumes from different print orders or different bundles from the same print order be intermixed in the shipping containers.

Wrap quantities of less than one-half a container full in shipping bundles. All wrapping materials must be furnished by the contractor. Pack volumes spine down if necessary. Sufficient padding should be used to prevent volumes from moving during transit. Containers must be enclosed on all sides.

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

DISTRIBUTION: Deliver f.o.b. destination to one address in Portsmouth, VA.

Complete address will be furnished with the print order.

Upon completion of the order, all furnished material (as applicable) must be returned to one address in Portsmouth, VA, as specified on the individual print order.

Upon immediate completion of the contract, all dies made must be returned to one address in Portsmouth, VA, as instructed by the ordering agency.

All expenses incidental to picking up and returning materials must be borne by the contractor.

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

Furnished material must be picked up from one address in Portsmouth, VA, as specified by the ordering agency. The contractor must make the necessary arrangements for pick-up of the materials. The agency cannot ship materials to the contractor.

No definite schedule for pickup of material can be predetermined.

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

Contractor must complete production and distribution within 20 workdays of notification of the availability of print order and furnished material.

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 the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) 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."

	(1)	(2)
I. (a)	50	180
II. (a)	12	

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

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 non-responsive.

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

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

I. CASEBINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary for the casebinding, packing, and distribution of the product listed in accordance with these specifications.

NOTE: Prices must include the cost of rounding and backing, and stamping. There shall be no charges for periodical issues returned unbound.

	<u>Up to and Including 1”</u> (1)	<u>Over 1”</u> (2)
(a) Double-Fan Adhesive Bound per volume.....	\$ _____	\$ _____

II. ADDITIONAL OPERATIONS:

(a) Packing furnished materials into contractor-furnished boxesper order.....\$ _____

(Initial)

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)