

Program 7757-S  
Copying/Duplicating

TERM: December 1, 2013 and ending November 30, 2014 plus four optional 12 month extension periods.

Item No.	DESCRIPTION	Basis of Award	A&W Graphics		Lithexcel		The Print House		
			420	00175	300	52436	310	71022	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
<b>I.</b>	<b>COPYING/DUPLICATING:</b>								
<b>A.</b>	Text (including stock): Each leaf consists of two pages. Leaves may have combinations of black, full color, and blank pages. Per printed side.								
(1)	Items copied/dupl. in black, 8-1/2 x 11". .....per 10 impressions	42,365	x	0.12	5,083.80	0.40	16,946.00	0.20	8,473.00
(2)	Items copied/dupl. in full color, 8-1/2 x 11". .per 10 impressions	34,931	x	0.65	22,705.15	4.90	171,161.90	1.50	52,396.50
<b>B</b>	<b>COMPLETE COVERS (including stock):</b>								
(1)	Full Size 2-Piece Covers (white index): Printed in full color.....per 10 sets	30	x	22.00	660.00	15.90	477.00	2.00	60.00
(2)	Full 2-Piece Covers (white index front cover & blue leatherette back cover): Printed in full color.....per 10 sets	330	x	15.00	4,950.00	20.50	6,765.00	2.50	825.00
(3)	2-Piece Covers and Spine Inserts (white index): Printed in full color.....per 10 sets	66	x	22.00	1,452.00	8.50	561.00	3.00	198.00
<b>C</b>	<b>TAB DIVIDERS (including stock):</b> Printed in blue ink.....per 10 tab dividers	3,620	x	2.50	9,050.00	5.50	19,910.00	4.00	14,480.00
<b>D</b>	<b>BROCHURES (including stock):</b> Printed in full color.....per 10 brochures	500	x	1.00	500.00	6.00	3,000.00	4.00	2,000.00
<b>II.</b>	<b>BINDING:</b>								
<b>A</b>	Shrink-film packaging.....per package	1,000	x	0.30	300.00	0.50	500.00	0.05	50.00
<b>B</b>	Spiral plastic binding.....per publication	3,500	x	1.50	5,250.00	0.76	2,660.00	1.00	3,500.00
<b>C</b>	Plastic comb binding.....per publication	10	x	1.50	15.00	1.00	10.00	1.00	10.00
<b>D</b>	Stiching in upper left corner.....per publication	4,200	x	0.10	420.00	0.08	336.00	0.20	840.00
<b>E</b>	Three hole drilling.....per 10 leaves	18,714	x	0.01	187.14	0.10	1,871.40	0.10	1,871.40
<b>F</b>	Mylar Cover.....per 10 leaves	200	x	4.00	800.00	10.00	2,000.00	1.50	300.00
CONTRACTOR TOTALS					51,373.09		\$226,198.30		\$85,003.90
DISCOUNT if any				1.00%	513.73	1.00%	2,261.98	0.25%	212.51
DISCOUNTED TOTALS					50,859.36		\$223,936.32		\$84,791.39

**AWARDED**

**THIS CONTRACT IS BEING SOLICITED AS A  
SMALL PURCHASE PROCUREMENT**

Program 7757-S  
Specifications by JC

Page 1 of 11

U.S. GOVERNMENT PRINTING OFFICE

Oklahoma City, OK

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**COPYING/DUPLICATING**

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

Department of Transportation (TSI)

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning December 1, 2013 and ending November 30, 2014, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**REQUEST FOR QUOTATION:** Submit offers by faxing quotations on "SECTION 4 - SCHEDULE OF PRICES no later than 11:00 A.M. prevailing Denver, Colorado time, November 18, 2013.

Facsimile Telephone Number: **(303) 236-5332**  
Mail To: **U.S. Government Printing Office**  
**Denver Regional Printing and Procurement Office**  
**12345 West Alameda Pkwy, Suite 208**  
**Denver CO 80228**

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within the FMCSA commercial zone of Oklahoma City, Oklahoma.

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

For information of a technical nature call (303) 236-5292 (No collect calls) or email: [infodenver@gpo.gov](mailto:infodenver@gpo.gov)

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES:** Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:

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

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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

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

Exception: Color copying must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 600 dpi, or finer, copier.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Files/Furnished Copy

**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.

**OPTION TO EXTEND THE CONTRACT TERM:** 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 60 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 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 periodic pricing revision.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

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

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

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers 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 December 1, 2013 through November 1, 2014 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**PAYMENT:** Submit all vouchers for payment through FAX Gateway. Visit: [www.gpo.gov/vendors/billing.htm](http://www.gpo.gov/vendors/billing.htm) for complete instructions. To expedite payment, use the Bar Code Cover sheet that is located at: <http://winapps.access.gpo.gov/fms/vouchers/barcode>.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of short run, fast schedule copying/duplicating of brochures and self-cover or separate-cover books and pamphlets, and tabbed dividers requiring such operations as copying/duplicating, binding, packing and delivery.

**TITLE:** Copying/Duplicating.

**FREQUENCY OF ORDERS:** Approximately 70 orders per year.

### **TRIM SIZE, NUMBER OF PAGES, AND QUANTITY:**

#### Books & Pamphlets:

Text and Cover: 8-1/2 x 11". Two-piece Covers consist of two full page size leaves with printed front cover and blank back cover. Two-piece Cover Inserts consist of a Cover Insert at 10 x 11" and a Spine Insert up to 3 x 11" (width of spine may vary). Orders may also require a full size clear protective front cover. Each order will be for 10 to 300 copies with most for less than 100 copies. The number of text pages will range from two to 200.

Tab dividers: 9 x 11" overall. The 9" dimension includes a 1/2" tab extension.

Brochures: Trim size 8-1/2 x 11". Each order will be for 75 to 300 copies. More than one brochure may be ordered per print order.

**GOVERNMENT TO FURNISH:** Print Orders.

Camera copies consisting of line copy (text matter, fine line detail illustrations, and fine line screen tints) to be reproduced at 100%.

CD ROMs, containing all text, logos, line illustrations and halftones. The disks will be produced on an IBM compatible computer using MS Word, PowerPoint and PDF files. Printer and screen fonts will not be included.

**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.

### **ELECTRONIC PREPRESS:**

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. **CONTRACTOR WILL BE RESPONSIBLE FOR FINAL OUTPUT THAT IS IN CONFORMANCE WITH THE VISUALS AS PROVIDED. \*INSPECTION OF FILES:** Contractor to perform a basic check, preflight of the furnished files. Check for missing or damaged files, missing or damaged fonts, damaged disks, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, 5) loss of text characters from graphic elements, and 6) **\*\*DEFINING PROPER FILE OUPTPUT SELECTION FOR THE IMAGING DEVICE BEING USED. CONTRACTOR RESPONSIBLE TO ENSURE THAT THE BLACK TYPE IS A SOLID BLACK NOT A PROCESS BUILD.** Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery. Prior to making any revisions, the contractor must make a "copy" of the original files, then proceed to make any revisions to the "copy" as required. Further, in addition to the return of

the original files, the contractor must furnish final production native application files (digital deliverables, an exact representation of the final printed product) upon completion of the order. All files must be imaged as necessary to meet the assigned Quality Level.

**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.

Text: White and Colored, Plain Copier, Xerographic, basis weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP O-65. It is anticipated that 95% of the pages will print on white paper.

Covers & Tab Dividers: White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Protective front cover: Clear mylar with a minimum thickness of 0.005".

Back Cover: Dark blue leatherette grained stock, approximately 17 mil thick.

Brochures: Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

#### **COPYING/DUPLICATING:**

Full size two-piece covers with front cover printing on white index on one side only in full color (color copier or equal) and back cover blank both side on either white index or blue leatherette stock.

Two piece Cover Insert and Spine Insert with both inserts printing one side only in full color (color copier or equal).

Print text leaves, as specified, face only or face and back in black ink or in full color (color copier or equal).

Tab dividers print face only on the tab only (no body copy), in blue ink, close color match to PMS 300 Blue.

#### **MARGINS:**

Books and Pamphlets: Adequate gripper margins throughout except an occasional order may bleed.

Brochures: Most will bleed three or four sides.

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

Trim four sides, punch suitably on 11" side and plastic comb bind with black combs of a suitable capacity.

Trim four sides, punch suitably and spiral bind. Insert blue (close color match to PMS 300 Blue) plastic spiral coils of a suitable capacity.

Trim four sides, collate cover insert, and spine with text (tab dividers), and shrink-film wrap.

Trim four sides with one stitch in upper left corner.

Orders may require drilling. When specified, drill three 3/8" diameter holes centered on the 11" side, 4-1/4" center to center. Center of holes are to be 3/8" from left edge of product. Other drilling requirements may be ordered. Do not drill cover and spine combinations.

Tabs must be reinforced by the lamination method of a single thickness of clear plastic, cellulose acetate, polyethylene terephthalate, or equal materials, securely bonded to each side of the divider, shall lap over at least 3/8" on to the base sheet and shall extend at least 3/8" beyond the tab ends. The outer edge of the tab must be smooth.

Brochures trim four sides and when ordered fold to approximately 3-2/3 x 8-1/2" with two vertical folds, title panel out. Score on the fold. Grain must run parallel to spine.

**PACKING:** Shrink-film pack in units of each book/pamphlet, as ordered. An occasional order will require a chipboard or equal stiffener in each shrink-film package to ensure that contents do not curl. Pack suitably. Pack to protect tab divider extensions.

**DISTRIBUTION:**

Deliver f.o.b. destination to: Radonna Snider (405) 954-3682; TSI Transit Division; Multi-Purpose Bldg., Room 327; 6500 S. MacArthur Blvd; Oklahoma City OK 73169

An occasional order may ship f.o.b. contractor's city by overnight carrier.

**SCHEDULE:** No definite schedule for pick-up of material can be specified.

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

Furnished material will be delivered to the contractor's plant at Government expense.

Production and delivery to the Oklahoma City, OK address must be made within 10 to 15 workdays from receipt of the material, as ordered.

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.

**NOTIFICATION OF SHIPMENT:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: [radonna.snider@dot.gov](mailto:radonna.snider@dot.gov) The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, Program XXXX-S, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request. NOTE: Insert appropriate information to replace the Xs.



**SECTION 3.- DETERMINATION OF AWARD**

The Government will determine the lowest offer by applying the prices offered by each offeror in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as a guarantee of the volume of work which may be ordered during a like period of time.

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

- I. A. (1) 42,365  
      (2) 34,931
- B. (1) 30  
          (2) 330  
          (3) 66
- C. 3,620
- D. 500
- II. A. 1,000  
      B. 3,500  
      C. 10  
      D. 4,200  
      E. 18,714  
      F. 200

**SECTION 4.- SCHEDULE OF PRICES**

Offers offered are f.o.b. destination and f.o.b. contractor's city.

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

Offerors must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government.

Offers submitted with NB (No Bid) or blank spaces for an item within the category that a bidder is bidding on 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 10 will be prorated at the per 10 rate.

**I. COPYING/DUPLICATING:**

A. TEXT (including stock): Each leaf consists of two pages. Leaves may have combinations of black, full color, and blank pages.

(1) Items copied/duplicated in black, 8-1/2x11", per printed side..... per 10 impressions.... \$\_\_\_\_\_

(2) Items copied/duplicated in full color, 8-1/2x11", per printed side.. per 10 impressions.... \$\_\_\_\_\_

B. COMPLETE COVERS (including stock):

(1) Full size 2 Piece Covers (white index): Printed in full color..... per 10 sets..... \$\_\_\_\_\_

(2) Full size 2 Piece Cover (white index front cover printed in full color and blank blue leatherette back cover)..... per 10 sets..... \$\_\_\_\_\_

(3) Cover/Spine Inserts (white index): Printed in full color..... per 10 sets..... \$\_\_\_\_\_

C. TAB DIVIDERS (including stock): Printed in blue ink..... per 10 tab dividers.... \$\_\_\_\_\_

D. BROCHURES (including stock, folding, and scoring):

Printed in full color..... per 10 brochures..... \$\_\_\_\_\_

\_\_\_\_\_  
Initials

**II. BINDING:**

- A. Shrink film packaging..... per package..... \$\_\_\_\_\_
- B. Spiral plastic (coil) binding..... per publication..... \$\_\_\_\_\_
- C. Plastic comb binding..... per publication..... \$\_\_\_\_\_
- D. Stitching in upper left corner. .... per publication..... \$\_\_\_\_\_
- E. Three hole drilling..... per 10 leaves..... \$\_\_\_\_\_
- F. Protective Mylar Cover..... per 10 leaves..... \$\_\_\_\_\_

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Initials

My production facilities are located within the assumed area of production.....\_\_\_\_\_yes \_\_\_\_\_no

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

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_

a. Number of hours from acceptance of print order to pickup of Government Furnished Material .....\_\_\_\_\_

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant .....\_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product\_\_\_\_\_

a. Number of hours from notification to carrier to pickup of completed product .....\_\_\_\_\_

b. Number of hours from pickup of completed product to delivery at destination \_\_\_\_\_

Discounts are offered for payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.

Offeror hereby acknowledges amendment(s) number(ed) \_\_\_\_\_ .

**BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "OFFER" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.**

**BIDDER'S NAME AND SIGNATURE:** When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated. In addition a completed signed copy of the form 910 is required. Do not enter prices on GPO form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO form 910.

Bidder \_\_\_\_\_

Contractor's Code \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

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

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
(Facsimile Number)