

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Engineering Prints

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

Federal Highway Administration (DOT)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning date of award and ending January 31, 2010, plus three optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section I of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on February 4, 2009.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room 36-H, NW, Room C-161, Stop PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the products ordered under this contract will be located within a 30-mile radius of Sterling, VA.

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

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

For information of a technical nature call Stuart Friedman (202) 512-0310 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. 8-02)).

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

Product Quality Levels:

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

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	Camera Copy/Average type dimension.

SUBCONTRACTING: Subcontracting will not be permitted.

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 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 3 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).

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 the beginning of the contract to January 31, 2010, 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 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 October 31, 2008, 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.

CONTRACT CLAUSE FOR PROTECTION OF PROCUREMENT INFORMATION:

During the performance of this contract, protected information related to future procurements of the U.S. Department of Transportation will be reproduced. By law, this information must be protected from release to the general public and specifically to potential bidders.

The Contractor must follow appropriate safeguards to ensure the protection of the data, to include keeping a written record of the contractor personnel that will handle this data. Such safeguards shall ensure that only governmental and contractor parties, which have an established, need-to-know, will have access in order to perform work under this contract, and then only under conditions which assure that the information is properly protected. Access by anyone else is not permitted. In addition, any and all issue or release of such information beyond such necessary parties, whether or not ordered through an administrative or judicial tribunal shall be brought to the immediate attention of the Contracting Officer.

The U.S. Department of Transportation reserves the right to audit contractor facilities for compliance with the above restrictions.

SECURITY/WARNING: The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducible at any time prior to delivery by him/her to a transportation agent or delivery to destination. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

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 January 31, 2010, 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. When mailed, a print order shall be "issued" for purposes of the contract at the time the Government deposits the order in the mail.

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

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

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

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

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

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

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

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of Engineering drawings from furnished copy requiring such operations as, trimming, side-stitch or drilling and screw post, enlargements/ reductions, packing, and distribution.

TITLE: Engineering Prints.

FREQUENCY OF ORDERS: Approximately 25 to 90 orders per year.

QUANTITY:

Approximately 1 to 35 sets per order. (An occasional order may be placed for more than 35)

NUMBER OF SHEETS:

Approximately 3 to 300 sheets per set.

TRIM SIZES: 8-1/2 x 11", 11 x 14", 11 x 17, 11 x 18", 12 x 18", and 24 x 36". The majority of orders are the 11 x 17" or 24 x 36" sizes.

GOVERNMENT TO FURNISH:

- Engineering drawings on Vellum, Bond, or translucent plastic sheets (occasionally, translucent sepia print sheets), or digital files. *Contractor must be able to reduce 24 x 36" sized plans down to 11 x 18" sized plans, and enlarge 11 x 18 plans to 24 x 36" sized plans.*

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.

STOCK:

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Electrostatic Images or Photocopying:

White Bond, basis weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP Code G10, for photocopying.

PRINTING (Electrostatic Images / Photocopying):

Mended prints will copy better electrostatically (produce uniform quality sheets), but "non-mended" prints must be copied directly by photocopying.

MARGINS:

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

BINDING:

Contractor to collate engineering drawings into sets and trim 4 sides. Unless otherwise indicated on the print order, bind as follows:

Sets with a thickness *under* 3/4", bind as follows:

- Trim size: 11 x 17" -- side-stitch with two wire stitches near left binding edge;
- Trim size: 11 x 18" -- side-stitch with two wire stitches near left binding edge;
- Trim size: 24 x 36" -- side stitch with four wire stitches near the left binding edge.

Sets with a thickness *over* 3/4", bind as follows:

- Trim size: 11 x 17" -- drill two 1/4" diameter holes centered on the 11" side, 8" center to center;
- Trim size: 11 x 18" -- drill two 1/4" diameter holes centered on the 11" side, 8" center to center;
- Trim size: 24 x 36" -- drill three 1/4" diameter holes, centered on the 24" side, 8" center to center.

Center of holes should be 3/8" from left binding edge; bind with two or three non-rust, metallic screw posts of suitable capacity.

PACKING:

Roll 24 x 36" engineering drawings individually using kraft paper. Place 11 x 18" or smaller engineering drawings into cartons.

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 the Federal Highway Administration, 21400 Ridgetop Circle, Sterling, VA 20166.

Deliveries to the destination listed above must be made between the hours of 9:00 a.m. and 4:00 p.m. **INSIDE DELIVERY IS REQUIRED** to room number specified on print order.

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

SCHEDULE:

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

Government-furnished material must be picked up from Room 363; and, contractor-furnished material must be delivered to the room number specified on the print order at the Federal Highway Administration, 21400 Ridgetop Circle, Sterling VA 20166.

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.

Regular Schedule:

Complete production and delivery must be made within 3 workdays.

Accelerated Schedule:

Complete production and delivery must be made within 1 workday.

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.

Contractor MUST Send a Copy of Contractor's Billing Invoice for Each Print Order Produced, Within 5 Workdays after Complete Production and Distribution, To: FEDERAL HIGHWAY ADMINISTRATION, Room 309, 21400 Ridgetop Circle, Sterling, VA 20166; Attn: Ms. Carol Gleason.

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 a failure to request such information.

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

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's work 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.

PREMIUM PAYMENTS: Orders requiring an accelerated schedule of 1 workday will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices" (Item III), to 10% of the abstract total cost.

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

- I. (a) 3,000
- (b) 300
- (c) 140,000
- (d) 300
- (e) 19,000

- II. (a) 900
- (b) 460

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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.

Minimum charge of \$15.00 is allowed per print order.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

REPRODUCTION COPIES (includes reduction or enlargement if needed):

Photocopying on 20lb White Bond Paper:

- (a) 8-1/2 x 11", *per sheet*..... \$ _____
- (b) 11 x 14", *per sheet*..... \$ _____
- (c) 11 x 17", *per sheet*..... \$ _____
- (d) 11 x 18" or 12 x 18", *per sheet*..... \$ _____
- (e) 24 x 36", *per sheet*..... \$ _____

II. ADDITIONAL OPERATIONS:

- (a) Products with thickness *under* 3/4" -- Two or four wire stitches, *per book*..... \$ _____
- (b) Products with thickness *over* 3/4" -- Two or three metallic screwposts (including cost of drilling & screwposts), *per book*..... \$ _____

III. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all "Schedule of Prices".

Percentage increase %

(Initials)

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)