

QUOTATION REQUEST

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Copying

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

Department of the Interior
(Fish and Wildlife Service)

Single Award

CONTRACT TERM: The term of this contract is for the period beginning December 1, 2004 and ending November 30, 2005, plus up to two optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

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 a 100-mile radius of Atlanta, GA.

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.

BIDDERS, PLEASE NOTE: THESE SPECIFICATIONS HAVE BEEN EXTENSIVELY REVISED; THEREFORE, ALL BIDDERS ARE CAUTIONED TO FAMILIARIZE THEMSELVES WITH ALL PROVISIONS OF THESE SPECIFICATIONS BEFORE BIDDING.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO DEBI MERCHANT (404) 605-9160, Ext. 9173 OR E-MAIL dmerchant@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR - LIZ SADLER (404) 605-9160, Ext. 9176 OR E-MAIL lsadler@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://winapps.access.gpo.gov/ppd/abstracts/atlanta/default.asp>),
or you may **FAX request** to (404) 605-9185/9186.

This is a Small Purchase Term Contract. Bids may be submitted via telephonic facsimile machine (FAX Number: 404-605-9185/9186) or mailed to the Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318. GPO 910 Form is NOT required. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

Bids must be received prior to the specified time in order to be considered.

To submit a bid, bidders must execute and submit the "Schedule of Prices" (pages 9, 10, and 11).

Bids due by 11:00 a.m. on November 8, 2004.

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), available on the GPO web-site at http://www.gpo.gov/procurement/ctterms/ct_title.html) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available on the GPO web-site at <http://www.gpo.gov/printforms/pdf/quatap.pdf>).

SUBCONTRACTING: Subcontracting will not be permitted.

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

Product Quality Levels:	<u>Black Only</u>	<u>Color</u>
(a) Printing (page related) Attributes --	Level IV	Level III.
(b) Finishing (item related) Attributes --	Level IV	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.

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

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 three 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.

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 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.

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 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.

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

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Office Of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html> for more information.)

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 10 AND 11.

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, 2004 through November 30, 2005, 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.

COPYING DEFINITION: For the purpose of this contract copying shall be defined as automatic copy-processing or copier-duplicating machines employing electrostatic, thermal or other copying processes. Copying method must be of good quality and must not contain background tone.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing 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.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of single leaf and multi-leaf products which require such operations as duplicating/copying (including color copying), binding, packing, and delivery.

TITLE: Copying.

Although this is an option year program, all the averages, etc. are based upon one year's requirements.

FREQUENCY OF ORDERS: Approximately 15 orders per year. Based upon past performance approximately 27% of the orders consisted of more than one item per order.

QUANTITY AND NUMBER OF LEAVES:

Based upon past performance approximately 87% of the total items will be for single leaf products. Quantities may range from 5 to approximately 1,000 copies per item.

Approximately 13% of the total items will be for multi-leaf products, ranging from 2 to approximately 100 leaves per item. Quantities may range from approximately 1 to 1,000 copies per item.

NOTE: The quantity of color copies for any one page will NOT exceed 1,500 copies.

Occasionally multi-leaf products will require a separate cover.

TRIM SIZES: 8-1/2 x 11”.

GOVERNMENT TO FURNISH: Camera copy with text matter, full color illustrations, and full color photoprints already placed in their proper positions. While most of the copy submitted is to be reproduced the same size, occasionally copy may require reduction or enlargement. The maximum copy size submitted is 11 x 17”.

Print orders.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

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

The GPO imprint requirement is waived.

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. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

The paper to be used will be indicated on each print order.

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

All cover paper must have the grain parallel to the binding edge.

White Offset Book, grammage 105 g/m² (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

White Vellum-Finish Cover, grammage 175 g/m² (basis weight: 65 lbs. per 500 sheets, 20 x 26"), equal to JCP Code L20.

COPYING: Copy face only or face and back in black or full color as indicated on the print order. Based upon past performance, most of the leaves will print face only. Based upon past performance, approximately 52% of the total leaves will produce in full color.

MARGINS: Margins will be specified on the print order or furnished copy.

BINDING: Various binding styles will be ordered as follows:

Single Leaf Products:

Products ordered may be packed loose, or require slip sheets to be inserted between items, as indicated on the print order..

Multi-leaf Products:

Multi-leaf products will collate, and do one of the following: 1) require slip sheets inserted between sets, or 2) be punched suitably for GBC style binding and plastic combs of suitable capacity inserted appropriately.

PACKING: Pack suitably in containers. Shipping containers are not to exceed 20 kg (45 pounds) gross weight.

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

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

DISTRIBUTION: Deliver f.o.b. destination to the U.S. Fish and Wildlife Service, Division of Contracting and General Svcs., 1875 Century Blvd., Room 324, Atlanta, GA 30345. INSIDE DELIVERY IS REQUIRED.

Upon completion of each order, all Government furnished material must be returned to the above address.

All expenses incidental to the pickup and return of furnished materials, and furnishing samples 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 and delivered to the address listed under "DISTRIBUTION".

The following schedule begins upon notification of the availability of each individual print order and furnished material. When notification of availability is given after 2:30 p.m. the date of notification shall be 9:00 a.m. the following workday.

Complete production and delivery must be made within 24 hours (1 workday) to 7 workdays. Based upon past performance, it is anticipated that 27% of the orders will be required within 3 workdays or less, and that the balance of the orders will be required within 4 to 7 workdays.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified. **(NOTE: WHEN AN ORDER IS REQUIRED ON THE SAME DAY, NOTIFICATION WILL BE MADE PRIOR TO 11:00 A.M.)**

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.

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 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 during the term of the contract.

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

- I. (a) 24,000
 (b) 26,347

- II. (a) 99
 (b) 187

- III. (a) 5
 (b) 1,387

SECTION 4.- SCHEDULE OF PRICES

GPO Facsimile Number: (404) 605-9185/9186

Bids due by: 11:00 a.m. / Date: 11-08-04

BIDDERS NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder _____

(Address) (City) (State) (Zip)

(Person to be contacted) (Telephone Number) (Date) (State Code/Contractor's Code)

*You may FAX the Schedule of Prices pages to the above number, or you may mail them to: Atlanta Regional Printing Office, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2542.

(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.)

PAYMENT TERMS:

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

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 nonresponsive.

Bids submitted with NB (No Bid) or blank spaces for an item 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.

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 billing submitted to the agency shall be based on the most economical method of production.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

Cost of all required paper must be charged under Item II.

Fractional parts of **100** will be prorated at the per **100** rate.

- I. COPYING: 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, with the exceptions of Items II and III.

	<u>Per Impression</u>
(a) Black Only	\$ _____
(b) Color	\$ _____

- II. PAPER: Payment for all 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 leaves furnished for the product(s). The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on each page-size leaf.

	<u>Per 100 leaves</u>
(a) White Offset Book (70-lb)	\$ _____
(b) White Vellum-Finish Cover (65-lb)	\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Inserting separator sheets between sets/individual items (including the cost of the paper) per insert..... \$ _____
- (b) Binding with plastic combs of suitable capacity (including punching and cost of plastic combs) per book..... \$ _____

(Initials)

ASSUMED AREA OF PRODUCTION: My production facilities are located within the assumed area of production. Yes_____ No_____.

Bidders whose answer to the above is NO should furnish 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....._____

(Initials)