

U.S. GOVERNMENT PRINTING OFFICE  
Chicago, IL

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For Procurement under a

SIMPLIFIED PURCHASE AGREEMENT

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

various Government agencies

NOTE: DIRECT ALL QUESTIONS CONCERNING THESE SPECIFICATIONS TO BRENDA PAGE AT (312) 353-3916, EXT. 15, E-MAIL [bpage@gpo.gov](mailto:bpage@gpo.gov). NO COLLECT CALLS.

Please submit proposals to the Chicago RPPO. Proposals may be faxed to (312)886-3163, mailed or delivered to the U.S. Government Printing Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055, or e-mailed to [bpage@gpo.gov](mailto:bpage@gpo.gov)

Proposal forms shall be received continually until such time as the Government no longer requires this SPA contract. The date of December 31, 2009, is for record purposes only.

**DESCRIPTION OF AGREEMENT:** This Simplified Purchase Agreement (SPA) is established between the Government Printing Office (GPO) and commercial suppliers for various supplies and services which include but are not limited to the following: color copying, duplicating, litigation copying, printed products, typesetting, electronic forms design, and promotional items. It provides simplified procedures for various Government agencies to acquire these supplies and services from commercial sources while reducing administrative costs and providing opportunity for local small business concerns to support this need in their area.

This agreement shall be used by various Government agencies beginning when executed and ending upon notification by the GPO. It is to acquire required supplies and services with a cost per order not to exceed \$10,000.00.

**SCOPE:** Color copying, duplicating, litigation copying, printed products, typesetting, electronic forms design, calligraphy and other related supplies and services as required. Products required include books, pamphlets, flat sheet forms, certificates, typesetting, forms design, and various other items.

**SECURITY:** The contractor shall take all necessary precautions to insure against loss of forms or other reproducibles at any time prior to 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. When indicated, all extra copies, materials, waste, etc. must be destroyed.

**Additionally, when litigation copying is required, the Government reserves the right to require the contractor to furnish a listing of all personnel which will handle orders produced under this SPA in order that a background check may be conducted.**

**SCHEDULE:** Orders will require delivery from approximately 4 hours up to 20 workdays or more after availability of furnished material, depending upon the complexity of the work required and the requirements of the ordering agency.

**QUOTATIONS:** Quotations will be solicited by the ordering agency for each individual order.

Quotations will be solicited by telephone, facsimile, e-mail, or other electronic communication and must be provided by telephone, facsimile, e-mail, or other electronic communication within timeframe indicated on the work order. Exception: The contractor may respond with a "no quote" if unable to perform the requirements of the order in the time required.

Quotations must include complete pricing. Quotations submitted for individual orders must be the lowest quotation for any customer for like products or services under any terms or conditions. Counter offers, if any (such as specification suggestions or alternate schedules) may be submitted.

Quotations must include a separate total price of any Superintendent of Documents copies to be delivered f.o.b. destination as indicated on the work order. Quotations for Supt. Docs copies are exclusive of any makeready or setup costs.

Notice of acceptance of quotation to the contractor and availability of material will be given by facsimile, e-mail, or other electronic communication within 30 minutes after receipt of quotations.

Work order and government furnished material must be picked up after notification of acceptance of quotation and availability of material, when required. The majority of orders will be picked up from the Agency facility or transmitted by other method mutually agreed upon by the contractor and ordering activity.

Under this SPA, work will be placed with the contractor quoting to meet all the requirements of the order and providing the best value to the Government, considering price and other factors. Generally quotations will be solicited from three or more sources. However, to further reduce administrative costs for work valued at \$1,000 or less, a single quotation may be solicited. In such cases, work may be placed without additional quotations, or additional quotations may be solicited to assure a fair and reasonable price.

A WORK ORDER FORM will be used to place all orders. The sample attached will be representative of the information which will be furnished on the actual Work Order Form, however, its appearance may not be the same. The work order form must contain signatures of both agency and contractor representatives to be utilized as a delivery receipt/billing document and submitted for payment.

**AUTHORIZED INDIVIDUALS:** Contractors must provide quotes to and accept work only from authorized individuals. GPO will provide each contractor with a list of individuals authorized to solicit quotations and place work under this SPA, as well as their contracting authority limit. Orders accepted over a designated user's authorized contracting authority limit may be cause for non-payment for work performed on those orders. GPO will provide timely updates or changes in these authorizations as required.

**CONTRACT TERMS:** The provisions of GPO Contract Terms, GPO Publications 310.1, Quality Assurance through Attributes Program for Printing and Binding, and 310.2, Solicitation Provisions, Supplemental Specifications and Contract Clauses, as applicable, are a part of each order placed under this agreement. Specific provisions of this agreement or individual orders under this agreement will prevail if in conflict with GPO Contract Terms, and quality levels will apply when specified on an individual order.

**QUALITY ASSURANCE LEVELS:** A typical physical description of the quality levels follows:

Level I – At this level products are generally multicolor or process color work. Illustrations may be very fine line drawings, multicolor illustrations, or up to 300-line screen halftones.

Level II – Overall appearance is of primary importance. Products in this level generally have single color or multicolor subject matter. Finishing must be held to high standard of accuracy, durability, and appearance.

Level III – Generally requires clean, sharp printing of single or multi-color work (general process color work) and halftone reproductions up to 150-line screen. Finishing must be held to above average standards of accuracy, durability, and appearance.

Level IV – Products which provide general information, usually black and white or line color (non-process) and occasional halftone reproductions. Utility is important, as well as basic, clean appearance. Finishing must be of an accuracy, durability, and appearance that does not impair the function of the product.

Level V – One color type and line work only.

**PAPER:** The paper required will be as specified at the time of order. When paper ordered under this SPA references for a Joint Committee on Printing Code Number, it must meet the requirements of 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>.

**INK:** If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products as ordered under this agreement.

**GOVERNMENT TO FURNISH:** Material as specified with the work order. Furnished materials and work order will be available for pickup by the contractor as indicated on the work order. If electronic transmittal is mutually agreed upon, the materials will be sent to the contractor within one hour. Pickup will be in the area indicated on the work order. Complete addresses will be given to the contractor at the time of notification of award.

**DELIVERY OF SHIPMENT:** Orders must be delivered f.o.b. destination, to the address indicated, unless otherwise indicated on the work order.

Deliver f.o.b. destination any required copies for the Superintendent of Documents to the address indicated on the individual work order when ordered.

A copy of the work order form must accompany each delivery as the delivery ticket. A signed copy of the work order must be submitted as a billing document for payment.

**NOTE; On orders requiring litigation copying, the contractor is responsible for submitting a work order, signed by the ordering agency as delivered, with the final cost indicated, to the GPO prior to billing.**

**MODIFICATIONS:** Modifications to work orders that exceed the limit set forth in this agreement must be authorized and executed by the GPO contracting officer.

**PAYMENT PROCEDURES:** Contractor to submit billing to: Comptroller, Stop FME, Financial Management Services, U.S. Government Printing Office, Washington, D.C. 20401.

Contractor submission of a signed work order constitutes representation that the material ordered has been delivered as specified and the contractor agrees to replace or repair non-conforming materials.

GPO will accept written or facsimile signed work orders and will pay only electronically.

GPO will pay contractor 30 days after receipt of signed work order/billing documents.

Payments in less than 30 days may be made to contractors offering a suitable discount for payment in the shorter timeframe.

**NOTE:** Prompt payment discounts will not be a factor in determining award of the individual work order.

**CONTRACTOR PROPOSAL:** The Contractor’s proposal must:

- (1) indicate all the services and products that the contractor will provide under the agreement.
- (2) include location of facility and hours of business.
- (3) certify that the prices to be quoted for individual jobs under the SPA will be the lowest charged any customer for like products or services under any terms or conditions.
- (4) include the names, telephone numbers, fax numbers, and e-mail addresses of the individuals authorized to provide a quote for individual jobs.

**Contractor may deliver, mail, or fax (312) 886-3163 proposals for receipt in the Chicago RPPO.**

**SPA CONTRACTOR PROPOSAL FORM**

By submission of this offer, the contractor certifies that the quotations for individual jobs under this SPA will be the lowest for any customer for like products or services under any terms or conditions.

The following individuals are authorized to provide a quote for individual jobs:

NAME	TELEPHONE NUMBER	FAX NUMBER	E-MAIL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The hours of business for accepting requests for quotations are: \_\_\_\_\_

Walk-Up Service: Yes \_\_\_\_\_ No \_\_\_\_\_

Web Address: \_\_\_\_\_

Please write in the name of the largest major city near you firm's location. \_\_\_\_\_

Company: \_\_\_\_\_

Address \_\_\_\_\_

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name) (Contractor Code)

**Please indicate which of the following services and products will be available under the agreement.**

- |  |  |
|--|--|
| <input type="checkbox"/> Printing in a Single Color              | <input type="checkbox"/> Books/Pamphlets                                 |
| <input type="checkbox"/> Printing in Multiple Colors             | <input type="checkbox"/> Forms – Single Leaf                             |
| <input type="checkbox"/> Printing in 4-Color Process             | <input type="checkbox"/> Forms - Multipart                               |
| <input type="checkbox"/> Copying – Black                         | <input type="checkbox"/> Invitations                                     |
| <input type="checkbox"/> Color Copying                           | <input type="checkbox"/> Folders (Presentation, Pocket, etc.)            |
| <input type="checkbox"/> Oversized Copying - Black               | <input type="checkbox"/> Signs   |
| <input type="checkbox"/> Oversized Copying – Color               | <input type="checkbox"/> Posters   |
| <input type="checkbox"/> Digital Imaging – Black                 | <input type="checkbox"/> Banners   |
| <input type="checkbox"/> Digital Imaging – Color                 | <input type="checkbox"/> Thermography                                    |
| <input type="checkbox"/> Screen Printing                         | <input type="checkbox"/> Foil Stamping                                   |
| <input type="checkbox"/> Saddle-Stitched Binding                 | <input type="checkbox"/> Embossing                                       |
| <input type="checkbox"/> Perfect Binding                         | <input type="checkbox"/> Engraving                                       |
| <input type="checkbox"/> Spiral Binding                          | <input type="checkbox"/> Tab Dividers                                    |
| <input type="checkbox"/> Comb Binding                            | <input type="checkbox"/> Envelopes – Construction and Printing           |
| <input type="checkbox"/> Velo Binding                            | <input type="checkbox"/> Envelopes – Printing Only                       |
| <input type="checkbox"/> Tape Binding                            | <input type="checkbox"/> Bookmarks - Paper                               |
| <input type="checkbox"/> Proofs – Bluelines                      | <input type="checkbox"/> Bookmarks - Ribbon                              |
| <input type="checkbox"/> Proofs – Matchprint or Equal            | <input type="checkbox"/> Decals/Labels                                   |
| <input type="checkbox"/> Digital Proofs                          | <input type="checkbox"/> Stickers  |
| <input type="checkbox"/> Microfilm/Microfiche                    | <input type="checkbox"/> Blueprints                                      |
| <input type="checkbox"/> Presentation Materials – Transparencies | <input type="checkbox"/> Magnetic Cards                                  |
| <input type="checkbox"/> Plaques                                 | <input type="checkbox"/> Bags - Paper                                    |
| <input type="checkbox"/> Editorial Services                      | <input type="checkbox"/> Bags - Canvas                                   |
| <input type="checkbox"/> Translations                            | <input type="checkbox"/> Bags - Plastic                                  |
| <input type="checkbox"/> Publication Art, Graphic Design         | <input type="checkbox"/> Die-Cutting                                     |
| <input type="checkbox"/> Electronic Media                        | <input type="checkbox"/> Laminating                                      |
| <input type="checkbox"/> Litigation Copying                      | <input type="checkbox"/> Mounting  |
| <input type="checkbox"/> Bates Numbering/Labeling                | <input type="checkbox"/> Framing   |
| <input type="checkbox"/> CD ROM Duplicating                      | <input type="checkbox"/> Calligraphy                                     |
| <input type="checkbox"/> Certificates                            | <input type="checkbox"/> Mail Preparation/Services                       |
| <input type="checkbox"/> Maps                                    | <input type="checkbox"/> Promotional/Recruitment Items (T-Shirts, etc)   |
| <input type="checkbox"/> Tags                                    | <input type="checkbox"/> Binders   |
| <input type="checkbox"/> Printing on Plastics                    | <input type="checkbox"/> Letterpress/Crash Printing Over Furnished Forms |

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*NOTE: If your firm is NOT currently a GPO vendor, please include an equipment list.**