

U.S. Government Printing Office (GPO)
Southampton Office Park
Suite A-190
928 Jaymore Road
Southampton, Pennsylvania 18966

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Chemical and Electrostatic Reproduction

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

Document Automation & Production Service (DAPS)

Single Award

CONTRACT TERM: The term of this contract is for the period beginning October 1, 2008 and ending June 30, 2006, plus up to four (4) optional 12-month extension period(s) 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 80 km (50-mile) radius of Philadelphia, PA.

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 Karen Capie (215) 364-6465 (no collect calls), ext. 12 or direct e-mail to kcapie@gpo.gov.

BID OPENING: September 10, 2008

Quotations are due by 11:00 a.m., prevailing Philadelphia, PA time. **FAXED BIDS ARE ACCEPTABLE.** FAX TO 215-364-6479. Call 215-364-6473 to confirm receipt of faxed bids.

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 (revised August 2002)).

SUBCONTRACTING: The contractor is permitted to subcontract the following items only: II.B. 1. (a).& (b). and 2. The Item numbers listed correspond to the Item numbers listed in the Schedule of Prices hereinafter.

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.

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.

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.

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.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401. Sample copies are not required with vouchers.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from October 1, 2008 through September 30, 2009 (September 30, 2013) if all options are taken. All print orders issued hereunder are subject to the terms and conditions of this contract. This 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.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of diazo and various types of photographic and electrostatic prints, various types of films, folding, collating, packing and delivery.

TITLE: Chemical and Electrostatic Reproduction.

ANTICIPATED REQUIREMENTS: It is anticipated that there will be from 2 to 5 orders placed during a month. The number of units to be produced for each order cannot be predetermined. The following is a compilation of the orders placed during a previous twelve-month period. (Note the Item numbers correspond to the Item numbers in the Schedule of Prices hereinafter).

ITEM NO.	RANGE SIZE (FINISHED)	APPROXIMATE AVERAGE SIZE	TOTAL NO. OF UNITS ORDERED
I. A.1	(11 x 17" to 42 x 265")	42 x 150"	9,000 sq. ft.
2	(11 x 17" to 42 x 265")	42 x 150"	10 sq. ft.
B.1	(8-1/2 x 11" to 42 x 265")	24 x 48"	10 sq. ft.
2	(8-1/2 x 11" to 42 x 265")	42 x 150"	10 sq. ft.
C.1	(11 x 17" to 34 x 224")	24 x 60"	10 sq. ft.
2	(11 x 17" to 34 x 224")	24 x 60"	30 sq. ft.
D	(8-1/2 x 11")	8-1/2 x 11"	213 sq. ft.
II.A.1	(8-1/2 x 11")	8-1/2 x 11"	10 copies
2	(11 x 17")	11 x 17"	10 copies
B.1.(a)	(11 x 17" to 34 x 112")	20 x 40"	20 sq. ft.
(b)	(11 x 17" to 34 x 112")	28 x 40"	50 sq. ft.
2	(11 x 17" to 36 x 224")	34 x 60"	50 sq. ft.

Note: An occasional drawing may exceed the specified range sizes.

MATERIAL FURNISHED BY THE GOVERNMENT: Original pencil and/or ink tracings, sepia intermediates, photostats, paper auto positives, polyester film reproducibles, opaque paper copies and continuous tone negatives, list with drawing sizes and sequence sheets.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications (see Attachment No. 1).

CONTRACTOR TO FURNISH: The contractor must furnish all materials and services, except as specified under "Material Furnished by the Government" necessary for the complete production of the products ordered in accordance with the following specifications. Listed Item numbers correspond to those Item numbers listed in the "Schedule of Prices" hereinafter.

ITEM I. CHEMICAL REPRODUCTION:

- A.1. Diazo prints, (not folded) Style I - (Opaque) Class 2 (Standard Weight Opaque) Sensitized one side, image color black or blue (as ordered) chemical bleached wood fibers, as per Federal Specification UU-P-221b and all amendments thereto.
- A.2. Diazo prints, (folded) Style I – (Opaque) Class 2 (Standard Weight Opaque) Sensitized one side image color black or blue (as ordered). Fold to 8-1/2 x 10-1/2" in a manner allowing legend to be visible.

Note: Approximately 90% of all style I diazo prints will require collating into sets and tightly rolling each set.

- B.1. Intermediate film negatives at same size or requiring enlargement or reduction of image size. Majority will be same size.
- B.2. Reduced size approximately 9 x 12", Opti-Negs intermediate film negatives from opaque engineer drawings requiring enlarged, reduced, or full sized reproducible reproductions.
- C.1. Reproducible polyester film positives made directly from tracing original, at same size, without negative medium, not a wash-off, eradicator is necessary or reproducible polyester film positive with wash-off qualities made from film negative medium.
- C.2. Reproducible polyester film positives with or without wash-off qualities made directly from tracing original with negative, opti-neg or reproducible polyester film positive medium. The material to be used will be specified on individual print order.
- D. Diazo film transparencies from transparent or translucent originals. Type I (ammonia vapor process) Class 4 (sensitized, smooth face and back) as per Federal Specification L-F-340B and all amendments thereto.

ITEM II. ELECTROSTATIC, THERMAL, (OR EQUAL) REPRODUCTION:

- A.1. Electrostatic or thermal (or equal) same size copying from opaque copy on White Bond, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), trim size 8-1/2 x 11".
- A.2. Electrostatic or thermal (or equal) same size copying from opaque copy on White Bond, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), trim size over 8-1/2 x 11" to 11 x 17".

Note: A.1 and A.2 must include cost of collating, drilling 2 or 3 holes (as specified on print order) and 1 wire stitch on upper left corner.

ITEM II. ELECTRONIC, THERMAL, (OR EQUAL) REPRODUCTION:

- B.1. Electrostatic or thermal (or equal) copying requiring image size from 45% to 190% of original size from various size engineering drawings or prints.
 - (a) White Bond, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22") (not folded).
 - (b) White Bond, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22") (folded), fold to 8-1/2 x 10-1/2".
- B.2. Electrostatic or thermal (or equal) copying requiring image size from 45% to 190% of original size from various size engineering drawings or prints on 100% Rag Vellum Paper, Basis weight 75 g/m² (17 x 22", 20 lb. per 500).

NOTES: The material to be used will be specified on individual print orders. Drill 3 standard holes (as specified on the print order).

All films furnished by the contractor must be .004" thick with a dimensionally stable polyester base.

Prices quoted must include opaquing any imperfections on the intermediate negatives or paper prints.

On a few orders for Item I.D., the contractor will be required to remove the old and strip in a new title block (furnished by the Department).

PACKING: Pack all orders (except rolled sets) into shipping containers or shipping bundles, as required. Orders for unfolded, rolled sets or films shall be wrapped in kraft paper or express carrier sleeves, and sealed with reinforced tape or tie wrapped suitable for delivery.

DISTRIBUTION: Deliver f.o.b. destination to the addresses listed under "Schedule".

Return all material furnished by the Government with the finished order to the originating address.

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).

The contractor must pick-up print order and all furnished material from: Document Automation & Production Service, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Attention: Patricia Hoffman.

The schedule starts at the time the Agency contacts the contractor with notification of availability of government furnished material.

Each individual print order will indicate the required delivery schedule with a range of from 1 to 5 workdays based on the volume of work involved. Average delivery schedule will be approximately 2 workdays. Approximately 80% of all orders will be required within 1 or 2 workdays.

Unscheduled material such as shipping 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 information.

QUOTATIONS: Submit quotations by FACSIMILE (on "Section 4 - Schedule of Prices" sheet(s)) to U. S. Government Printing Office, Regional Printing Procurement Office, Southampton Office Park, Suite A-190, 928 Jaymore Road, Southampton, PA 18966.

FACSIMILE QUOTATIONS: The provisions of GPO Contract Terms (Pub. 310.2) are modified to permit the acceptance of FACSIMILE quotations. For this procurement, facsimile bids are recommended. **Contractor must submit entire "Section 4 - Schedule of Prices" (Pages 11 to 13) signed in the spaces provided.**

FACSIMILE Number: (215) 364-6479. Receipt of facsimile quotations may be confirmed by calling (215) 364-6473.

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 for a like period of time.

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

I. A.1.	9,000
2.	10
B.1.	10
2.	10
C.1.	10
2.	30
D.	213
II. A.1.	10
2.	10
B.1.(a).	20
(b).	50
2.	50

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

Prices quoted for Item IA.1. and 2. must include collating, when ordered.

Items requiring a price per square foot will be computed as a product of the length times the width in inches divided by 144 carried to one decimal point with any fractional remainder being counted as a whole (Examples 6.31 sq. ft. = 6.4 sq. ft.)

Signature

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

I. CHEMICAL REPRODUCTION:

- A. 1. Diazo prints - opaque (not folded) - Price per square foot.....\$ _____
- 2. Diazo prints - opaque (folded) - Price per square foot.....\$ _____
- B. 1. Photographic films of line copy, same size or requiring enlargements or reductions - Price per square foot\$ _____
- 2. Reduced size, opti-negs intermediate film requiring enlarged, reduced or full size reproduciblePrice per square foot.....\$ _____
- C 1. Contact reproducible polyester film positivesPrice per square foot.....\$ _____
- 2. Reproducible polyester film positives with film, opti-neg or reproducible polyester film positive medium.....Price per square foot.....\$ _____
- D. Diazo films from transparent or translucent copy.....Per square foot.....\$ _____

II. ELECTROSTATIC, THERMAL (OR EQUAL) REPRODUCTION:

- A. Same size on White Bond, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22") from opaque copy:
 - 1. Size (8-1/2 x 11").....Price per copy.....\$ _____
 - 2. Size over 8-1/2 x 11" to 11 x 17"Price per copy.....\$ _____
- B. Requiring Reductions from 45% to enlargements of 190% of image size from engineering drawings or prints:
 - 1.(a). On White Bond, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22") (not folded)...Price per square foot.....\$ _____
 - (b). On White Bond, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), (folded).....Price per square foot.....\$ _____
 - 2. On 100% Rag Vellum, basis weight 75 g/m² (17 x 22", 20 lbs per 500 sheets).....Price per square foot.....\$ _____

Signature

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. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

BIDDERS NAME AND SIGNATURE: Fill out Section 4. - "Schedule of Prices", initial or sign each page in the spaces provided and submit with a completed and signed copy of GPO Form 910 (BID).

Bidder (Name of Firm)

Street Address, City and State

By _____
Signature and Title of person authorized to sign this bid

Telephone Number Facsimile Number

Person to be Contacted Contractor's Code(if known)

NOTE: BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET MUST ACCESS THE GPO FORM 910 "BID" FROM THE GPO WEBSITE ADDRESS www.access.gpo.gov/procurement/bids910.pdf AND SUBMIT ALONG WITH THE SCHEDULE OF PRICES AS REQUESTED IN THESE SPECIFICATIONS.

ATTACHMENT NO. 1

GPO Form 905
(R 3-90) P. 57762-6

LABELING AND MARKING SPECIFICATIONS

INNER PACKAGES: Each inner package must be marked or labeled with the following: department name and requisition number, form number (including revision date, if any), title, and quantity. Mark or label boxes and wrapped packages on one end (not top, bottom, or sides), banded packages on the band, and tied packages on the chipboard or newsboard. Shrink film packages must be labeled, not marked, on the top or the end; labels may be placed inside the wrap.

SHIPPING CONTAINERS: Each shipping container must have a shipping label applied to one end (not top, bottom, or side). The label must be reproduced (same size) from the facsimile below in black ink on white paper. The label must be filled in accurately and legibly, using bold characters at least 1/4" high, except the "From" box which may be smaller. The name and requisition number of the receiving department must be used in the "Dept." box and "Dept. Req. No." box of shipping container labels in lieu of the name and requisition number of the ordering department. Label entries must remain clear

and legible for a period of at least two years under normal warehouse conditions.

SHIPPING BUNDLES: The information required in the facsimile below must appear in a convenient location on each shipping bundle.

MAILED SHIPMENTS: The facsimile below shall be used as a mailing label applied to one end of the mailing container (not top, bottom, or side). Affix postage to parcels bearing this mailing label so that the stamps or meter strip overlap the upper right corner of the label.

CAUTION: Noncompliance with the labeling and marking specifications will be cause for the Government to relabel in accordance with the specifications and charge all costs thereof to the contractor. The Public Printer reserves the right to institute this action without prior notice to the contractor or to reject the order because of such noncompliance.

FROM		FOR USPS DELIVERY APPLY POSTAGE	
DEPT.	STOCK NO.		
DEPT. REQUISITION NO.	CONTROL NO.		
GPO JACKET NO.	SUB. ID NO.		
GPO ORDER NO.	TITLE		
PROGRAM/PRINT ORDER NO.	TO		
FORM OR PUBLICATION NO./DATE			
QUANTITY PER CONTAINER			
PACKAGES PER CONTAINER			
PKGS. OF			