

**U.S. GOVERNMENT PRINTING OFFICE**  
Seattle, WA

**General Terms and Conditions**

For procurements under

**SIMPLIFIED PURCHASE AGREEMENT**

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

**Various U.S. Government Departments and Agencies  
In the States of Alaska, Hawaii, Idaho, Montana, Oregon, and Washington.  
The above states make up Region 10, 11 and 12**

This request is for proposals to establish Simplified Purchase Agreements (SPA) with the U.S. Government Printing Office (GPO) to meet the printing needs of various U.S. Government Departments and Agencies in Regions 10, 11, and 12. This procurement vehicle has been established by the GPO in order to provide our customers with a simple, easy-to-use method of procuring a wide range of printing and related services not exceed \$10,000.00 per order (excluding any Superintendent of Document copies ordered). Quotations for specific requirements will be solicited directly by the ordering agency. Factors other than price may be used in determining with whom to place an individual order. There are no limitations on the types of printed products or services that may be provided under these agreements. Agreements will only be entered into with contractors who certify that the pricing they provide under this agreement will be equivalent to, or lower than, those provided to any other customer. GPO will review the prices provided on a continuing basis and will terminate agreements with a contractor whose pricing violates this certification or is otherwise determined to be unfair or unreasonable. The Government will not be under an obligation to, nor does it guarantee to, place any work with contractors with whom it establishes these agreements.

**CONTRACTOR PROPOSAL:** Contractors interested in establishing a Simplified Purchase Agreement for this requirement must complete and submit the attached SPA CONTRACTOR PROPOSAL FORM, pages 5 and 6 of this solicitation. Submit Proposal Forms to: U.S. Government Printing Office; 4735 East Marginal Way South; Seattle, WA 98134. Faxed proposals are permitted; fax Proposal Forms to 206-764-3301.

**AREA OF CONSIDERATION:** Due to the quick turnaround anticipated for a great many of the requirements to be purchased under these agreements, it is to be expected that most offers for quotations will be made to vendors having production facilities in or near Regions 10, 11, and 12 (see state listing above).

Visit the Seattle Regional Printing Procurement SPA web-site to view a list of current agency participants. Go to: <https://www.onlinedocumentcenter.com>. The Company is: **GPO**. The User Name is: **agencies**. The Password is: **Seattle**.

**BID OPENING:** Proposal forms shall be received until such time as the Government no longer requires this SPA. The date of December 31, 2008, is for record purposes only.

For information of a technical nature call Ken Foster, Ext. #17, or e-mail [kfoster@gpo.gov](mailto:kfoster@gpo.gov). Other questions should be directed to the contract administrator Lautretz Moore, Ext. #13, [lmoores@gpo.gov](mailto:lmoores@gpo.gov). Phone: (206) 764-3726 (no collect calls).

## GENERAL TERMS AND CONDITIONS

**DESCRIPTION OF AGREEMENT:** Agreements will be established between the U.S. Government Printing Office (GPO) and commercial suppliers for the purpose of purchasing a wide variety of printed products and services by a simplified procedure. This purchase vehicle shall be known as a Simplified Purchase Agreement (SPA). Purchases under this SPA shall not exceed \$10,000.00 per order (exclusive of Superintendent of Documents copies).

The Government intends to enter into multiple agreements in order to meet its needs and may enter into additional agreements with other suppliers at any time.

**SCOPE:** Products ordered under these agreements will include the entire spectrum of printed products and services. An idea of the anticipated requirements may be gained by reviewing the Contractor Proposal Form on pages 5 and 6 of this solicitation.

**QUOTATIONS:** Quotations will be solicited by the ordering agency for each individual order. Contractors must quote a complete and total price for the order. Counteroffers, such as specification change suggestions or alternate schedules, may be submitted.

Under these agreements, work will be placed with the contractor able to meet all the requirements of the order, and provide the **Best Value** to the Government, price and other factors considered. **These other factors may include responsiveness, business practices, convenience, courtesy, attention to detail and elements of past performance including work quality, reliability, and schedule compliance.** Generally, quotations will be solicited from three or more sources. However, to further reduce administrative costs for work valued at \$1,000.00 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.

Telephone, facsimile, e-mail, or other electronic communication will be used to solicit quotations. The contractor must respond by telephone, facsimile, e-mail, or other electronic communication within the timeframe specified. **NOTE:** The contractor may respond with a "no quote" if unable to perform the requirements of the order within the required schedule.

**QUOTATIONS SUBMITTED FOR INDIVIDUAL ORDERS MUST BE EQUIVALENT TO THE LOWEST PRICE CHARGED BY THE CONTRACTOR TO ANY CUSTOMER FOR A LIKE PRODUCT OR SERVICE. SUBMISSION OF A PROPOSAL ON THIS AGREEMENT SHALL CONSTITUTE A CERTIFICATION BY THE CONTRACTOR TO THIS REQUIREMENT.**

The U.S. Government Printing Office reserves the right to request documentation to assure that the Government is receiving prices equivalent to those of the lowest provided to any customer(s). GPO will review the prices provided on a continuing basis and will terminate agreements with a contractor whose pricing violates the certification or is otherwise determined to be unfair or unreasonable.

The Superintendent of Documents may ride an agency order for additional copies, which will be specified with the quotation solicitation. The cost for these Superintendent of Documents copies shall be quoted as a separate total price and shall be based on a running rate for additional copies exclusive of any makeready and/or setup charges. The cost for Superintendent of Documents copies will not be a consideration in the \$10,000.00 maximum order price specified in this agreement.

Notification of placement of order and availability of materials will be given by telephone, facsimile, e-mail, or other electronic communication within 30 minutes or as soon as possible after receipt of all quotations.

**ORDERING AUTHORITY:** GPO will provide each contractor with a list of individuals authorized to solicit quotations and place work from each Federal Government Department or Agency utilizing this SPA. Contractors are only to provide quotes to, and accept work from, these authorized individuals. Updates or changes in these authorizations will be furnished as required.

**WORK ORDER:** A simplified ordering document will be used to specify requirements. All "Work Orders" must contain the signature of the ordering authority.

**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 (revised December 1992)). <http://www.gpo.gov/printforms/index.html> This link will be able to view the most current versions of the aforementioned documents.

**QUALITY:** The quality of items produced under a SPA order shall conform to, and when necessary will be evaluated against, GPO's Quality Assurance Through Attributes Program (QATAP) for Printing and Binding as detailed in GPO Publication 310.1. QATAP Quality Levels II, III, or IV may be specified for requirements under this SPA. Absent a specified Quality Level, products shall be expected to conform to Quality Level IV.

Typical physical descriptions of the various Quality Levels are as follows:

**Level II** – Generally process color or multicolor requirements. Overall appearance is of primary importance. Finishing must be held to a high standard of accuracy, durability, and appearance.

**Level III** – Generally requires clean, sharp printing of single or multi-color (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 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 accurate, durable, and of an appearance that does not impair the function of the product.

Four of the QATAP printing attributes require specifying the standard against which a product will be evaluated. Those particular attributes and the accompanying standards (with the various possible standards for each attribute listed in order of precedence) are as follows:

**P-7.** Type Quality and Uniformity - Standard will be **(a)** OK press sheet, **(b)** camera copy, **(c)** furnished negatives, **(d)** average type density in publication, or **(e)** digital media.

**P-8.** Halftone Match (Single or Double Impression) - Standard will be **(a)** OK press sheet, **(b)** camera copy, **(c)** furnished negatives, or **(d)** digital media.

**P-9.** Solid or Screen Tints Color Match - Standard will be **(a)** OK press sheet, **(b)** furnished sample (previous printing), **(c)** furnished color swatch, or **(d)** specified Pantone Matching System (PMS) color.

**P-10.** Process Color Match - Standard will be **(a)** OK press sheet, **(b)** furnished sample, or **(c)** furnished original.

Note: If a contractor has not submitted samples in the past or is interested in offering quotes at a higher quality level than previously submitted samples were rated, contact Quality Assurance at (202) 512-0542 for proper procedures in obtaining a quality level rating or updating the previous rating.

**GOVERNMENT TO FURNISH:** Copy/materials for reproduction may be furnished in various forms including camera copy, manuscript copy, reprint copy, electronic media, negatives, stamping/engraving dies, or other available forms. The reproduction copy medium and other furnished materials will be specified at the time of quotation solicitation and will be listed on the work order.

Furnished materials and work order(s) will be available for pickup by the contractor as indicated on the Work Order. Although materials will generally be available for contractor pickup, the Government may deliver materials and will so specify when soliciting a quotation. Some Government Furnished Materials (GFM) may be available for transmitting electronically and will be furnished by this means if mutually agreed upon.

**CONTRACTOR TO FURNISH:** Other than those items listed under "Government to Furnish," the contractor shall furnish all materials and operations necessary to provide the product(s) and/or service(s) needed to complete an order.

**PROOFS:** Various types of proofs may be ordered.

**PAPER:** The required paper will be specified at the time of quotation solicitation and will be listed on the work order. When the paper ordered references a Joint Committee on Printing Code Number, it must meet the requirements of Government Paper Specifications Standards No. 11, dated February 1999. <http://www.access.gpo.gov/qualitycontrol/paperspecs/index.html> . The above link will enable viewing of the most current versions of the Government Paper Specifications.

**PRINTING/IMAGING:** Printing, duplicating, copying, foil-stamping, thermography, embossing, engraving, and other related imaging methods may be ordered.

**BINDING:** Various binding methods may be ordered.

**PACKING:** Any prescribed packing or packaging required for an individual job will be specified with the order. If no particular packing and/or packaging requirements are specified, the contractor shall pack suitably for safe delivery to the consignee(s) in an undamaged condition.

**DELIVERY:** Orders must be delivered f.o.b. destination, to the exact address indicated, unless otherwise indicated on the work order. Inside delivery may be required. The Government will pickup completed orders when so specified, when utilizing walkup services, or as otherwise agreed to.

Copies produced for the Superintendent of Documents must be delivered f.o.b. destination, up to three locations in the Washington, DC, and/or Laurel, MD, area.

A copy of the work order or a suitable delivery ticket identifying the order must be signed and dated by the recipient of the order and must be submitted with the contractor's voucher/invoice for payment.

**NOTE: On litigation copying, the contractor is responsible for submitting a work order with the final cost, signed by the ordering agency as delivered. A copy of this work order must be submitted to the Seattle Regional Government Printing Office prior to billing.**

**MODIFICATIONS:** Modifications to work orders after placement with the contractor must be authorized and executed by the Seattle Government Printing Office.

**SCHEDULE:** Schedules may range from several hours to several weeks and will be specified when a quotation is requested. Delivery date and time, if applicable, indicated on the work order is the date and time the product ordered must be received at the destination(s) specified. Deliveries may be required on **Federal holidays and/or weekends**.

Requests for quotations and notification of placements of orders may be made up to 4:30 p.m., as per the originating state's applicable time zone.

**PAYMENT PROCEDURES:** Contractor submission of a voucher/invoice 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 vouchers/invoices. A copy of the work order and delivery receipts must be included, and each individual job must be identified and separately priced when vouchers/invoices are submitted.

**PAYMENT:** Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page. <http://winapps.access.gpo.gov/fms/vouchers/barcode/>

GPO will only make payment by electronic funds transfer (EFT) or other approved electronic means. Payment will be made 30 days after receipt of an acceptable voucher/invoice unless a suitable discount is offered for payment in the shorter timeframe. **Prompt payment discounts will not be a factor in determining award of the individual work order.**

**SPA CONTRACTOR PROPOSAL FORM**

**CERTIFICATION:** By submission of this proposal, the contractor certifies that the quotations offered for individual jobs under this SPA will be equivalent to the lowest prices provided to any customer for like products or services.

Discounts are offered for payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
*(Discounts are for payment purposes only; not an evaluation factor for award.)*

The following individuals are authorized to provide quotes for individual jobs:

Name	Telephone number	E-mail address	Fax number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The hours of business for accepting requests for quotations are: \_\_\_\_\_ (Hours indicated are to be specified per the state(s) applicable time zone(s).

Walkup service available: \_\_\_yes \_\_\_no.

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

**Address:** \_\_\_\_\_

**City, State**

**And Zip Code:** \_\_\_\_\_

**By:** \_\_\_\_\_

*(Signature)*

**Date:** \_\_\_\_\_

\_\_\_\_\_  
*(Printed Name)*

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

**GPO Contractor's Code (if known):** \_\_\_\_\_

It is necessary that Government user updates be forwarded by email. Contractor must designate **one** email address for receipt of updates.

**Email address for user updates:** \_\_\_\_\_

**The company specialty is:** \_\_\_\_\_

**CONTRACTOR'S RESPONSIBILITY:**

Contractors must go to the SPA web site and check under the individual's name to see if that individual has been given contracting authority to place orders at these higher dollar limits. Until such notification is received, each user's dollar limitation will remain at their current level of up to \$2,500.00. In no instance should work be accepted over \$2,500.00 until you have verified that the user offering work has had their procurement limit increased. Orders accepted over a designated user's contracting authority limit might be cause for non-payment for work performed on those orders. **A "\$10m" will be placed by those individual(s) name who has authority to spend up to \$10,000.00.** Agencies SPA web site is located: [www.onlinedocumentcenter.com](http://www.onlinedocumentcenter.com). The Company name is: **GPO**. The user name is: **agencies**. The password is: **Seattle**.

I acknowledge reading the above paragraph. Name: \_\_\_\_\_ Dated: \_\_\_\_\_.

**Contractors will not be given a purchase order number on Program 1045M, unless the above paragraph, "CONTRACTOR'S RESPONSIBILITY" is signed and dated.**

**SPA CONTRACTOR PROPOSAL FORM**

**Please indicate which of the following services and products will be provided under this agreement. This list is not meant to be comprehensive and will only be used as a guide by the ordering agency in determining from whom to solicit quotations. This agreement is intended to cover the entire spectrum of printed products and services.**

- |   |   |
|---|---|
| <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/multipart      |
| <input type="checkbox"/> Printing in 4-Color Process                      | <input type="checkbox"/> Invitations                        |
| <input type="checkbox"/> Copying – Black                                  | <input type="checkbox"/> Folders – Presentation/Pocket etc. |
| <input type="checkbox"/> Copying - Color                                  | <input type="checkbox"/> Signs/Posters/Banners              |
| <input type="checkbox"/> Oversized Copying - Black                        | <input type="checkbox"/> Thermography                       |
| <input type="checkbox"/> Oversized Copying - Color                        | <input type="checkbox"/> Foil Stamping                      |
| <input type="checkbox"/> Digital Imaging (black/color)                    | <input type="checkbox"/> Embossing                          |
| <input type="checkbox"/> Screen Printing                                  | <input type="checkbox"/> Engraving                          |
| <input type="checkbox"/> Saddle-Stitch Binding                            | <input type="checkbox"/> Tabbed Dividers                    |
| <input type="checkbox"/> Perfect Binding                                  | <input type="checkbox"/> Envelopes – Construction/Printing  |
| <input type="checkbox"/> Spiral Binding                                   | <input type="checkbox"/> Bookmarks – Paper/Ribbon           |
| <input type="checkbox"/> Comb Binding                                     | <input type="checkbox"/> Decals/ Labels/Stickers            |
| <input type="checkbox"/> Velo Bind  | <input type="checkbox"/> Blueprints                         |
| <input type="checkbox"/> Tape Binding                                     | <input type="checkbox"/> Magnetic Cards                     |
| <input type="checkbox"/> Proofs – Bluelines, color keys, Matchprint, etc. | <input type="checkbox"/> Bags - paper                       |
| <input type="checkbox"/> Digital Proofs – contract quality                | <input type="checkbox"/> Bags - canvas                      |
| <input type="checkbox"/> Microfilm/microfiche                             | <input type="checkbox"/> Bags - Plastic                     |
| <input type="checkbox"/> Presentation Materials - Transparencies          | <input type="checkbox"/> Die-cutting                        |
| <input type="checkbox"/> Plaques  | <input type="checkbox"/> Laminating                         |
| <input type="checkbox"/> Editorial Services                               | <input type="checkbox"/> Mounting                           |
| <input type="checkbox"/> Translations                                     | <input type="checkbox"/> Framing                            |
| <input type="checkbox"/> Publication Art, Graphic Design                  | <input type="checkbox"/> Calligraphy                        |
| <input type="checkbox"/> Electronic Media                                 | <input type="checkbox"/> Mail Preparation Services          |
| <input type="checkbox"/> Litigation Copying                               | <input type="checkbox"/> Promotional items                  |
| <input type="checkbox"/> Bates Numbering/Labeling                         | <input type="checkbox"/> Binders                            |
| <input type="checkbox"/> CD Duplicating                                   | <input type="checkbox"/> Letterpress/Crash Printing         |
| <input type="checkbox"/> Certificates                                     |   |
| <input type="checkbox"/> Maps   |   |
| <input type="checkbox"/> Printing on plastics                             |   |

Other: \_\_\_\_\_