

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Data Processing Paper

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

Department of Energy
Bonneville Power Administration
Portland, Oregon

Single Award

The term of this contract is for the period

beginning January 1, 2009 and ending December 31, 2009

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Seattle-time, on December 17, 2008.

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 2082-S" on the outside of the envelope.

The following web address will allow you to print a copy of the 910 form, which is normally found in the back of the specifications. <http://www.access.gpo.gov/procurement/bids910.pdf>

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

For information of a technical nature call Ken Foster, Ext. #17, or e-mail kfoster@gpo.gov, other questions should be directed to the contract administrator, Sandy Sheridan, Ext. #12, or e-mail ssherdian@gpo.gov, no collect calls, 206-764-3726.

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 (revised December 1992)). <http://www.gpo.gov/printforms/index.html> This link will enable viewing of the most current versions of the aforementioned documents.

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

Product Quality Levels:

- (a) Finishing Attributes -- Level IV.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

ATTRIBUTE

SPECIFIED STANDARD

P-9: Solid and Screen tint color match.

Government furnished sample.

SUBCONTRACTING: The predominant production function is presswork.

Using this contract to print "official use only" documentation shall be held in strict confidence and not disclosed to unauthorized parties or used for any purpose other than in performance of this contract. Orders placed on this contract constitute an asset of value to the Government; therefore, the contractor is required to destroy all scrap and/or unused copies after delivery of each order placed.

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 60 days before the contract expires. If the Government exercises this option, the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options, will not exceed five years.

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 on page 1. 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", published monthly in the CPI Detailed Report by the U.S. 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 as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year 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.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from January 1, 2009 through December 31, 2009. 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. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

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/>

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.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 11," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber. By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract. When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

SECTION 2.-SPECIFICATIONS

SCOPE: These specifications cover the production of one-part marginally punched continuous forms requiring such operations as manufacturing, packing and delivery.

TITLE: Data Processing Paper.

FREQUENCY OF ORDERS: It is anticipated that approximately two orders in format "A" and two orders in format "B" per year will be placed.

QUANTITY: Approximately 450,000 sheets per order in format "A" and 1,650,000 sheets per order in format "B".

NUMBER OF PARTS: One-part forms.

FORM SIZE: Format "A": Width - 12 inches; Depth - 8-1/2 inches.
Format "B": Width - 16 inches; Depth - 8-1/2 inches.

EQUIPMENT AND USAGE: Format "A", must run satisfactory on a Tally T-6218 Printer.
Format "B", must run satisfactory on a Tally T-6218 and T-9130T Printers.

GOVERNMENT TO FURNISH:

One reprint sample of each form, as manuscript copy and a construction guide.

Print orders.

One reproduction proof (image size 7-7/8 x 6-1/8") for shipping container labels.

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 or film, 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.

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. <http://www.access.gpo.gov/qualitycontrol/paperspecs/index.html> . The above link will enable viewing of the most current versions of the aforementioned document.

White Chemical Wood Forms Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G05.

INK: Green ink, must be free from pinpoints or other imperfections, match the sample.

PRINTING: All forms print face only.

Format "A": Prints with 1/2" wide horizontal standard screen-tint green-bar every 1"; the green-bar has green horizontal rules every 1/2" trapping the screen-tint. Between the marginal punched aligning holes and the "green-bar", on the left are 1/6" line-numbers; 1 through 45 per sheet. Also, on the right side between the marginal punched aligning holes and the "green-bar", on the right are 1/8" line-numbers; 1 through 60 per sheet.

Format "B": Prints with solid horizontal ruled lines every 1/8". Every 1/2", the ruled line is bold.

MARGINAL PUNCHING - ALIGNING HOLES:

The forms shall be punched along the left and right sides of form with round holes 5/32" in diameter spaced 1/2" center to center, 1/4" from center of holes to sides of form, with center of top aligning holes located 1/4" from top edge.

The marginal holes shall extend in a straight line parallel to the sides of the continuous strip perpendicular to the horizontal tear-line perforations between sets.

All holes must be cut clean and the forms, as delivered, completely free of waste.

Any variation from these marginal punching specifications shall be limited to the tolerance of the equipment specified herein.

PERFORATIONS: Vertical perforations will be required on both formats.

All vertical perforations shall be clean cut and sufficiently deep to permit easy separation, but not to tear in ordinary handling or feeding through printer.

Vertical perforations must have 8 ties per inch to ensure that perforations do not tear while feeding through printer.

A horizontal tear-line is required every 8-1/2 inches the entire width of each form, and at a 90 degree angle to a straight line extending through the center of the aligning holes and halfway between aligning marginal holes. Cuts in horizontal perforations must not extend to left and/or right edge of form and must not intersect cuts in vertical perforations.

MARGINAL PERFORATIONS:

- (a) Marginal perforations shall be provided for the purpose of removing marginally punched holes from the forms. Marginal perforations are to be located 1/2" from left edge and 1/2" from right edge on Format "B" only.
- (b) Cuts in vertical perforations must not intersect cuts in horizontal tearing perforations.
- (c) For purposes of this contract, a combination of marginal aligning holes and marginal perforations shall be defined as marginal aligning strips.

DRILLING: Format "A": Will have a total of six 1/4" in diameter round holes. Three holes are located at the top of each sheet; 4-1/4" center to center and the center of each hole is 3/8" from the top horizontal tear-line. The other three holes are located at the bottom of each sheet; 4-1/4" center to center and the center of each hole is 3/8" from the bottom horizontal tear-line. Center each set of holes (three-hole set at the top and the three-hole set at the bottom is centered on the 12" dimension).

Format "B": Will have five 1/4" in diameter round holes located on the left. The center of each hole is located 3/8" from the left marginal perforation. Each hole is 1-3/8" center to center, with the top-hole center being 1-1/2" from the top horizontal tear-line.

GENERAL: Forms produced under this contract must be of first class materials and workmanship so as to insure their satisfactory performance when processed on the listed equipment, or in the manner specified herein.

PREPRODUCTION SAMPLES: Prior to placing the first order, the agency may require up to 15,000 sheets of each format. These forms will not be included as part of the total run and will be paid for separately. In the event the data processing paper does not perform satisfactory, the contractor will be required to manufacture up to 15,000 more sheets of each format, at no expense to the government. In the event a determination is made by the agency that the second run of data processing paper does not perform satisfactory the contractor may be subject to default on the whole contract.

PACKING: Pack 2,500 sheets per carton. Level C packing required. Exception: No more than five broken cartons per 100-carton lot. Level C - Domestic Shipments (Normal Requirements--Single Trip Containers): Forms must be packed flat in snug-fitting fiberboard shipping containers of the type, size and kinds commonly used for the purpose in a manner that will insure acceptance by common carrier and safe delivery at destination in condition satisfactory for the operation and usage requirements. Top and bottom fiberboard or open-cell pads shall be provided for each shipping container. Shipping containers must be suitably sealed and shall comply with rules or regulations applicable to the mode of transportation.

The forms shall be packed in accordance with one of the following methods as specified: (1) Not more than one break per shipping container (splices not acceptable) - break must be near the center of the container; (2) Unbroken strips (splices acceptable) - splices made at the horizontal tearing between forms; (3) Unbroken strips (splices not acceptable). The method of splicing and materials used must be such as to insure satisfactory performance on the equipment specified. All forms shall be zigzag folded and packed flat in shipping containers. The maximum gross weight of each packed container shall be 45 pounds.

PALLETIZING FOR DOMESTIC SHIPMENT: Type A pallets required. Type A pallets -- four-way, non-returnable, size 40" x 48" with full entry on the 48" width.

Pallets must be furnished when the containers fill two layers or more on the pallet. The maximum overall height of the loaded pallet (including pallet) must not exceed 55 inches. The gross weight of the pallet and paper must not exceed 2,000 pounds. Shipping containers must not be stacked loose on pallets. They must be fastened to the pallet in some manner such as, but not limited to, straps over edge protectors, or shrink-film wrapped. The method of fastening is at the option of the contractor. Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. One end of each pallet must be marked so show contents of the pallet. The size of the marking will be bold letters one-quarter of an inch or larger.

LABELING AND MARKING: Contractor must duplicate the furnished blank label, fill in, and apply to each carton.

DISTRIBUTION: Deliver f.o.b. destination to:

To be announced in the Portland, OR, area

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 will be f.o.b. contractor's plant.

The following schedule begins the workday after notification of the availability of print order and furnished material.

Complete delivery must be made within from to 10 to 15 workdays. The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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 quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' 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 the term of this contract.

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

I. (a) 900
(b) 3,300

II.(a) 15
(b) 15

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 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), N/A 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.

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

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

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

	<u>Running Per 1,000 Forms</u>
Format "A"	
(a) 12 x 8-1/2" One-part form	\$_____.
Format "B"	
(b) 16 x 8-1/2" One-part form	\$_____.

II. PRE-PRODUCTION SAMPLES: Prices quoted shall include the cost of all required materials and operations necessary for the complete production, packing, palletizing and distribution of the product listed in accordance with these specifications.

	<u>Cost Per 1,000 Forms</u>
Format "A"	
(a) 12 x 8-1/2" One-part form	\$_____.
Format "B"	
(b) 16 x 8-1/2" One-part form	\$_____.

Initials

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices," initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". **Only the original is required.** Do not enter bid prices on the GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

City – State

Signature and title of person authorized to sign this bid

Person to be contacted Telephone Number