

Program No. 17395 Term Date of Award 3/10/2022 To 2/28/2023											
TITLE: PLASTIC SIGNS, FORMS											
	IDCARD INC Ellisville, MO 240-66263				IMAGE SQUARE Santa Monica, CA 040-44026		SELLCO INDUSTRIES INC Cortland, NY 310-79203		*GPO Estimate		
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	DIGITAL DELIVERABLES: Prices offered include creating a print ready Adobe Acrobat PDF from the provided previous produced sample. Contractor responsible for type accuracy. Per file creation, per side		14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
II.	PROOFS: Prices offered include the first PDF proof for the complete product plus any additional PDF proof required per Print Order. Per PDF proof, per complete product		13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
III.	COMPLETE PRODUCT: Prices offered shall include the cost of all required materials (excluding stock) and operations necessary for the printing/imaging, binding, construction, and paper stock for complete production and distribution of products listed in accordance with these specifications. NOTE: Prices must include the cost all makeready/setup charges										
A.	FORMAT A										
(a) 1	Make Ready And/or Setup		3	\$25.00	\$75.00	\$0.00	\$0.00	\$95.00	\$285.00	\$0.00	\$0.00
2	Running per 100 signs		5	\$10.00	\$50.00	\$56.38	\$281.90	\$25.00	\$125.00	\$29.60	\$148.00
	FORMAT B										
(b) 1	Make Ready And/or Setup		X	X	X	X	X	X	X	X	X
2	Running per 100 signs		X	X	X	X	X	X	X	X	X
	FORMAT C										
(c) 1	Make Ready And/or Setup		1	\$25.00	\$25.00	\$0.00	\$0.00	\$95.00	\$95.00	\$0.00	\$0.00
2	Running per 100 signs		5	\$10.00	\$50.00	\$156.95	\$784.75	\$25.00	\$125.00	\$169.00	\$845.00
	FORMAT D										
(d) 1	Make Ready And/or Setup		2	\$25.00	\$50.00	\$0.00	\$0.00	\$95.00	\$190.00	\$0.00	\$0.00
2	Running per 100 signs		7	\$10.00	\$70.00	\$182.33	\$1,276.31	\$25.00	\$175.00	\$638.00	\$4,466.00
B.	FORMAT A										
(a) 1	Make Ready And/or Setup		1	\$25.00	\$25.00	\$0.00	\$0.00	\$95.00	\$95.00	\$0.00	\$0.00
2	Running per 100 signs		75	\$0.00	\$0.00	\$56.38	\$4,228.50	\$25.00	\$1,875.00	\$27.00	\$2,025.00
	FORMAT B										
(b) 1	Make Ready And/or Setup		1	\$25.00	\$25.00	\$0.00	\$0.00	\$95.00	\$95.00	\$0.00	\$0.00
2	Running per 100 signs		3	\$0.00	\$0.00	\$93.42	\$280.26	\$25.00	\$75.00	\$197.00	\$591.00
	FORMAT C										
(c) 1	Make Ready And/or Setup		4	\$25.00	\$100.00	\$0.00	\$0.00	\$95.00	\$380.00	\$0.00	\$0.00
2	Running per 100 signs		7	\$0.00	\$0.00	\$156.95	\$1,098.65	\$25.00	\$175.00	\$224.82	\$1,573.74
	FORMAT D										
(d) 1	Make Ready And/or Setup		X	X	X	X	X	X	X	X	X
2	Running per 100 signs		X	X	X	X	X	X	X	X	X
C.	FORMAT A										
(a) 1	Make Ready And/or Setup		X	X	X	X	X	X	X	X	X
2	Running per 100 signs		X	X	X	X	X	X	X	X	X
	FORMAT B										
(b) 1	Make Ready And/or Setup		X	X	X	X	X	X	X	X	X
2	Running per 100 signs		X	X	X	X	X	X	X	X	X
	FORMAT C										
(c) 1	Make Ready And/or Setup		1	\$25.00	\$25.00	\$0.00	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00
2	Running per 100 signs		5	\$0.00	\$0.00	\$156.95	\$784.75	\$25.00	\$125.00	\$169.00	\$845.00
	FORMAT D										
(d) 1	Make Ready And/or Setup		2	\$25.00	\$50.00	\$0.00	\$0.00	\$75.00	\$150.00	\$0.00	\$0.00
2	Running per 100 signs		9	\$0.00	\$0.00	\$182.33	\$1,640.97	\$25.00	\$225.00	\$239.00	\$2,151.00
D.	FORMAT A										
(a) 1	Make Ready And/or Setup		1	\$25.00	\$25.00	\$253.00	\$6,325.00	\$100.00	\$100.00	\$0.00	\$0.00
2	Running per 100 signs		75	\$0.00	\$0.00	\$56.38	\$4,228.50	\$14.00	\$1,050.00	\$11.60	\$870.00
	FORMAT B										
(b) 1	Make Ready And/or Setup		X	X	X	X	X	X	X	X	X
2	Running per 100 signs		X	X	X	X	X	X	X	X	X
	FORMAT C										
(c) 1	Make Ready And/or Setup		X	X	X	X	X	X	X	X	X
2	Running per 100 signs		X	X	X	X	X	X	X	X	X
	FORMAT D										
(d) 1	Make Ready And/or Setup		X	X	X	X	X	X	X	X	X
2	Running per 100 signs		X	X	X	X	X	X	X	X	X
IV.	STOCK/PAPER										
A.	White, matte finish, plastic 0.0625"										
(1)	FORMAT A		80	\$2.00	\$160.00	\$0.00	\$0.00	\$20.00	\$1,600.00		\$0.00
(2)	FORMAT B		3	\$5.00	\$15.00	\$0.00	\$0.00	\$40.00	\$120.00		\$0.00
(3)	FORMAT C		12	\$10.00	\$120.00	\$0.00	\$0.00	\$75.00	\$900.00		\$0.00
(4)	FORMAT D		11	\$33.00	\$363.00	\$0.00	\$0.00	\$220.00	\$2,420.00		\$0.00
B.	White, opaque, PVC .030"										
(1)	FORMAT A		75	\$0.60	\$45.00	\$0.00	\$0.00	\$10.00	\$750.00		\$0.00
(2)	FORMAT B		X	X	X	X	X	X	X	X	X
(3)	FORMAT C		X	X	X	X	X	X	X	X	X
(4)	FORMAT D		X	X	X	X	X	X	X	X	X
V.	ADDITIONAL OPERATIONS										
A.	Rounding corners - 4 corners/per 100 signs		300	\$25.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
B.	Drilling - 4 holes/per 100 signs		420	\$25.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
C.	Packing										
(1)	per package of 5 signs		2100	\$0.50	\$1,050.00	\$0.00	\$0.00	\$1.00	\$2,100.00		\$0.00
(2)	per package of 100 signs/cards		75	\$1.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
D.	Lamination with signature knockout per 100 cards		75	\$100.00	\$7,500.00	\$0.00	\$0.00	\$5.00	\$375.00		\$0.00
					\$27,898.00		\$20,929.59		\$13,680.00		\$13,514.74
				0.00%	\$0.00	\$0.00	\$0.00	1%	\$136.80	0%	\$0.00
					\$27,898.00		\$20,929.59		\$13,543.20		\$13,514.74
								AWARDED			
											* Based on complete product purchase in FY20

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Plastic Signs and Forms

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

DLA Document Services

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending February 28, 2023, plus up to four optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 1:00 p.m., prevailing Dallas, TX time, on March 7, 2022.

QUOTE SUBMISSION: This is a Small Purchase Term Contract.

Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, contractors MUST submit email bids to bidsdallas@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number (1738-S) and bid opening date must be specified in the subject line of the emailed quote submission. Quotes received after 1 p.m. prevailing Dallas time, on the bid opening date specified above will not be considered for award.

BIDDERS, PLEASE NOTE: This is a new program. There is no abstract available.

For information of a technical nature, contact Jim Hunt at jhunt@gpo.gov or (214) 747-0451 x5.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quotes will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

SUBCONTRACTING: Subcontracting is not allowed.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III
- (b) Finishing (item related) Attributes – 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	Average type dimension/Electronic Media
P- 9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Electronic File

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

OPTION TO EXTEND THE TERM OF THE CONTRACT: 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 30 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 five (5) 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 authorized pricing adjustment(s).

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 pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding

performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award and ending February 28, 2023, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2021 called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PREAWARD SURVEY: 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PREPRODUCTION CONFERENCE: The agency may choose to hold a Preproduction Conference at the contractor's plant or via conference call. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete the fulfillment of the contract. The contractor should be prepared to present detailed production and quality control plans including such items as: (1) processing orders and preflighting supplied PDF files; (2) internal schedule and workflow; (3) identifying

coordination/communication contacts; (4) FTP setup/procedures; and (5) any other special requirements which are specific to this contract.

Representatives from the Government and all points of contact from each phase of production from the primary contractor will be required to attend the meeting.

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 the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award and ending March 31, 2023, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to 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.

ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The contractor's email provider may have different size limitations for sending email; however, contractors are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time

(specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of plastic informational signs, requiring such operations as composition, printing, punching or drilling, trimming, packing and delivery.

TITLE: Plastic signs/forms

FREQUENCY OF ORDERS: Approximately 1-2 orders per month.

QUANTITY: Approximately 100 to 7,500 copies per order with an average of 200 copies per order, with approximately two (2) orders at 7,500 per year, the balance will range from 100 to 500 copies per order.

NUMBER OF PAGES: Most items print face only with an occasional item printing face and back.

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

- (1) Format "A" will include any sign/form over seven square inches up to and including 20 square inches.
- (2) Format "B" will include any sign over 20 square inches up to and including 50 square inches.
- (3) Format "C" will include any sign over 50 square inches up to and including 100 square inches.
- (4) Format "D" will include any sign over 100 square inches up to 330 square inches.

GOVERNMENT TO FURNISH: Previously printed samples of EACH product upon award.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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 products in accordance with these specifications.

DIGITAL AND REPURPOSED DELIVERABLES: In order to expedite reprinting of products in the future, the contractor will be required to re-create each of the 13 products listed on pages 7 to 10 from the provided previously printed samples as an Adobe Acrobat PDF production file (with fonts embedded). The contractor shall archive the final PDF file ("*product name and NSN number.pdf*") and return the archived PDF file to the Agency at J67Fjfol@dla.mil and email a copy to jhunt@gpo.gov. Include this cost in your quote.

NOTE: A scanned bitmap of the furnished reprint sample is NOT ACCEPTABLE!

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Jim Hunt at (214) 767-0451 x5 or via e-mail at jhunt@gpo.gov.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The

Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government).

PROOFS: When ordered, one “Press Quality” PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product may be required. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. NOTE: Proofs must show all margins and dimensions, indicate trim marks, and show position of clipping, drilling, numbering, and perforating.

If any contractor’s errors are serious enough in the opinion of GPO to require revised proofs, the revised proofs are to be provided at no additional expense to the Government. No extra time can be allowed for this reproofing operation; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to receiving and “O.K. to Print.”

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. 13” dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All plastic used for signs must be of a uniform shade.

White, matte finish, plastic 0.0625”.

- Items 2-13

White, opaque, PVC .030”

- Item 1

PRINTING: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Signs print face only, or face and back, in up to two (2) ink colors. Solid backgrounds bleed off all sides after trimming, face and back. Occasionally, text or graphics bleed.

PRODUCTS: There are 13 different plastic products, mostly signs included in this contract. Many share common features such as stock, trim size, ink color(s) and packaging. Most have adequate margins unless specified on the print order. NOTE: Where practical ALL items are Kraft, shrink wrapped or boxed in sets of 5, unless otherwise specified.

Product descriptions:

1. U.S. Marine Corps Value Card

NSN: 0109-LF-067-1300

FORM NO: NAVMC 11341 (1-97)

PRINTING: Prints full or four color process, face and back, head to head with full bleed on all sides. Copy is type matter, line art illustrations and color images with reverses and solids.

TRIM SIZE: 3-3/8 x 2-1/8"

STOCK: .030" thick white opaque PVC.

INK: Full or four-color process

FINISHING: Create media for knock out (signature panel) on back of card and position per sample. Apply heat sealed clear mylar or clear copolymer to each side of card. Round all four corners as per sample.

Box in units of 100 cards per wrap

2. Unauthorized Personnel Keep Out Placard

NSN: 0116-LF-129-8800

FORM NO: NAVSEA 1995/97

PRINTING: Prints face only in Pantone 185 (red). Copy is type matter and rules.

TRIM SIZE: 10-1/2 x 6"

STOCK: Plastic 0.0625" thickness White, Matte Finish

INK: Pantone 185 (red)

FINISHING: Drill four holes 1/8" diameter, one at each corner, 1/4" from edges.

3. In Charge of This Space Placard

NSN: 0118-LF-020-1200

FORM NO: NAVSEA 1995/18 (11-95)

PRINTING: Prints face only. Copy is type and rule matter.

TRIM SIZE: 8 x 2-1/2"

STOCK: Plastic 0.0625" thickness White, Matte Finish

INK: Black

FINISHING: Drill four holes 1/8" diameter, one at each corner, 1/4" from edges.

4. Compartment Responsibility Plate Placard

NSN: 0118-LF-020-3200

FORM NO: NAVSEA 1995/27 (2-96)

PRINTING: Prints face only. Copy is type & rule matter.

TRIM SIZE: 5-1/2 x 3"

STOCK: Plastic 0.0625" thickness White, Matte Finish

INK: Pantone 185 (red)

FINISHING: Drill four holes 1/8" diameter, one at each corner, 1/4" from edges.

5. Pyrotechnics Ammunition Safety Precaution Placard

NSN: 0118-LF-020-3300P

FORM NO: NAVSEA 1995/28 (2-96)

PRINTING: Prints face only. Copy is type and rule matter.

TRIM SIZE: 7-1/2 x 5"

STOCK: Plastic 0.0625" thickness White, Matte Finish

INK: Pantone 185 (red)

FINISHING: Drill four holes 1/8" diameter, one at each corner, 1/4" from edges.

6. NO SMOKING Placard

NSN: 0118-LF-113-4000

FORM NO: NAVSEA 1995/44 (7-96)

PRINTING: Prints face only. Copy is one type line.

STOCK: Plastic 0.0625" thickness White, Matte Finish

INK: Pantone 185 (red)

FINISHING: Drill four holes 1/8" diameter, one at each corner, 1/4" from edges.

7. Safety Precautions Machine Gun Placard

NSN: 0118-LF-113-5400

FORM NO: NAVSEA 1995/50 (8-96)

PRINTING: Prints face only. Copy is type and rule matter.
TRIM SIZE: 5 x 4"
STOCK: Plastic 0.0625" thickness White, Matte Finish
INK: Black
FINISHING: Drill four holes 1/8" diameter, one at each corner, 1/4" from edges.

8. Safety Precautions ARC Welding Equipment Placard
NSN: 0118-LF-114-1900
FORM NO: NAVSEA 1995/84 (5-98)

PRINTING: Prints face only. Copy is type and rule matter.
TRIM SIZE: 16 x 10-1/2"
STOCK: Plastic 0.0625" thickness White, Matte Finish
INK: Black and Pantone 185 (red)
FINISHING: Square corners. Drill four holes 1/8" diameter, one in each corner, center of holes to be 1/4" from outside edges.

9. Safety Precautions for Heavy Weather Placard
NSN: 0118-LF-114-2900
FORM NO: NAVSEA 1995/64

PRINTING: Prints face only. Copy is type and rule matter.
TRIM SIZE: 8-3/16 x 8-9/16"
STOCK: Plastic 0.0625" thickness White, Matte Finish
INK: Pantone 032 (red)
FINISHING: Drill four holes 1/8" diameter, one at each corner, 1/4" from edges.

10. Drill Press Safety Precautions Placard
NSN: 0118-LF-114-3000
FORM NO: NAVSEA 1995/65

PRINTING: Prints face only. Copy is type and rule matter.
TRIM SIZE: 8-1/4 x 7-3/8"
STOCK: Plastic 0.0625" thickness White, Matte Finish
INK: Pantone 185 (red)
FINISHING: Drill four holes 1/8" diameter, one at each corner, 1/4" from edges.

11. Watch Quarter and Station Bill Placard
NSN: 0118-LF-114-8000
FORM NO: NAVSEA 199995/76 (10-97)

PRINTING: Prints face only. Copy is type mater, flags, borders and rules.
TRIM SIZE: 22 x 15"
STOCK: Plastic 0.0625" thickness White, Matte Finish
INK: Black
FINISHING Drill four holes, 1/8" in diameter, one (1) in each corner, center of holes to be 1/4" from outside edges.

12. Garbage Grinder – Operating Instructions, Safety Precautions Placard
NSN: 0118-LF-115-2500
FORM NO: NAVSEA 1995/86 (8-98)

PRINTING: Prints face only. Copy is type and rule matter.
TRIM SIZE: 7-1/8 x 7-3/8"

STOCK: Plastic 0.0625" thickness White, Matte Finish
INK: Black and Pantone 185 (red)
FINISHING: Drill four holes 1/8" diameter, one in each corner, center of holes to be 1/4" from outside edges.

13. Working Aloft Safety Precautions Placard
NSN: 0118-LF-115-3300
FORM NO: NAVSEA 1995/92 (1-99)

PRINTING: Prints face only. Copy is type and rule matter with a border.
TRIM SIZE: 9 x 12"
STOCK: Plastic 0.0625" thickness White, Matte Finish
INK: Black and Pantone 185 (red)
FINISHING: Drill four holes 1/8" diameter, one in each corner, center of holes to be 1/4" from outside edges.

MARGINS: All margins will be indicated on the digital file or sample.

FINISHING: Trim four sides.

CONSTRUCTION:

Holes – When required, drill holes 3/16 to 3/8" in size and position as specified on each print order. Usual positions are four (4) corners.

Corners: Some orders will require rounded corners, as indicated on the print order.

Lamination: One order will require heat sealed clear mylar or clear copolymer on both sides, trim flush including a signature knockout panel on the back of the form.

PACKING: These packing instructions must be followed completely. Any deviation or change may result in the order being refused at the warehouse and the contractor will be responsible for correcting any packing deviations from these instructions and will be responsible for re-delivery at their expense. Warehouse unit of issue label must be affixed to the outside of each unit of issue box.

Kraft Wrap 5 per package (warehouse unit of issue), unless otherwise specified on the Print Order.

KRAFT WRAP Packing Instructions: Kraft wrap must be a minimum of 60 Lb. Paper. ENVELOPES of this weight can also be used as appropriate. Stock must be strong enough to prevent tearing or bursting under normal use such as warehouse handling, mailing, shipping, etc. Use paper tape or equal. Paper tape is acceptable. Paper tape is authorized. No scotch or plastic adhesive tape may be used to seal Kraft wrapped packages.

Warehouse unit of issue label must be affixed to the outside of package. It may be placed on the ends of the packages, if possible, or on the face of each package, centered. Reproduce unit of issue labels for each package. Camera-ready label art is provided to produce this label. Reproduce at approximately 3-1/4 X 5-1/2", if possible. For smaller packages - this label art may be reduced in size to fit the package, as long as the type remains legible. Suitable white paper or cover stock. Warehouse unit of issue labels must include Title, Stock Number, Form Number, Control Number, and Quantity. Labeling and Marking Specifications must be followed.

Pack boxes or packages in shipping containers. Each shipping container must not exceed 50# when fully packed. GPO form 905 required on each carton and must be reproduced on YELLOW stock, 20# writing or equal.

Carton dimensions (must not exceed): Height: 11 to 12-1/2"; Length: 11 to 11-1/2"; Width: 17-1/2 to 18".

If unit of issue boxes meet the same specifications as the shipping container specifications (above) they may serve double duty and also be used for shipment. In this case, both the unit of issue label and the GPO 905 shipping label must be affixed to the shipping container.

Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i. Single or double-wall containers are authorized for use. Triple-walled shipping containers are not authorized and must not be used.

Uniform cartons and packing is required. Cartons are to contain equal amounts of Units of Issue in each shipping carton. There may be one (1) carton with an odd amount, which will be placed on top of the first skid with its lesser quantity clearly marked. Failure to properly pack unit of issue boxes and shipping cartons will result in refusal at the warehouse, and return to the Contractor for proper packing and reshipment at the Contractor's expense.

Pallets are required for all destinations receiving 10 or more shipping containers. Note: Failure to properly palletize may be cause for either re-palletizing at contractor expense or refusal to accept delivery, requiring the contract to pick up, re-palletize and re-deliver at contractor's expense.

The pallets should be: 40" (Length) X 48" (Width) assembled flush with 4 stringers. Pallets must be 4-way (partial) with FULL ENTRY on 48" width sides. Height of full pallet must not exceed 48" including pallet.

Material: Wood.

LABELING AND MARKING: Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers. All boxes must be labeled with the NSN and unique form number indicated on the print order.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity</u> <u>Ordered</u>		<u>Number of</u> <u>Sublots</u>
500 - 3,200		50
3,201 - 10,000		80
10,001 - 35,000		125
35,001 and over		200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified on the print order.

A copy of the print order/specification and a signed GPO Form XXXX, Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION: All shipments will deliver f.o.b. destination to DLA/Joint Form On-Line (JFOL) as listed below. Complete addresses and quantities will be furnished with the print orders.

Packages shall be clearly marked with specific contents and quantities and shall weigh no more than 50 lbs. individually. Blue Label boxes (if any), should be clearly marked and placed near the top of the pallet. Boxes should be of sufficient strength to support stacking on a pallet. Palletized shipments shall be shrink-wrapped and secure not to exceed 56" in height with pallets suitable for movement with material handling equipment.

Bulk item pallet specifications: Any individual ordered item that exceeds one (1) pallet total is required to be packed according to the following specifications to accommodate bulk storage requirements. Must be placed on Federal specification standard pallets (NN-P-71C, dated 9-10-73), size II (40" x 48"), Type III - Four-way (Partial) Flush Pallet. Not to exceed 42" height requirement.

Controlled item shipments must be visibly marked, include a form DLA0027 and must be shipped separate from non-controlled items.

JFOL requires advance notification of pending shipments once scheduled with carrier for delivery to include tracking or PRO #'s forwarded to the following email: J67Fjfol@dla.mil

All deliveries shall be made to the following address during the day and times listed below or potentially refused:

DLA Information Operations – JFOL
3420 D. Avenue, Building 1, Door 64
Tinker AFB, OK 73145
(405) 855-3039

Monday – Friday – 7:00 AM – 2:00 PM (No freight deliveries accepted after 2:00 PM, due to Air Force truck gate security clearance recommend arriving prior to 10:00 AM)

Instructions are subject to change prior to each contract award and if changes occur JFOL will contact appropriate personnel once specified.

JFOL contacts:

Shaun Sullivan – shaun.sullivan@dla.mil – (405) 226-3068

Brandon Wall or Sadge Webb – JFOLwarehouse@dla.mil – (405) 855-3039

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1739-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailed/shipping methods, and title of product. Contractor must be able to provide copies of all delivery/mailed/shipping receipts upon agency request.

Upon completion of each order, contractor must return all furnished materials and digital deliverables as applicable to jhunt@gpo.gov.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish his own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

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).

No definite schedule for placing of orders or pickup of material can be predetermined at this time.

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

PDF proofs will be evaluated within TWO (2) business days after receipt.

Contractor must complete production and delivery within 20 workdays after notification of the availability of print order and furnished material.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination 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.

COMPLIANCE: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment, if applicable) for delivery schedules in accordance with the contract requirements by faxing to COMPLIANCE at efaxdallas@gpo.gov or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

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 (1) year’s production 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. 14

II. 13

		Format A	Format B	Format C	Format D	
		(a)	(b)	(c)	(d)	
III.	A.	(1)	3	X	1	2
		(2)	5	X	5	7
	B.	(1)	1	1	4	X
		(2)	75	3	7	X
	C.	(1)	X	X	1	2
		(2)	X	X	5	9
	D.	(1)	1	X	X	X
		(2)	75	X	X	X

		Format A	Format B	Format C	Format D
		(1)	(2)	(3)	(4)
IV.	A.	80	3	12	11
	B.	75	X	X	X

V.	A.	300	
	B.	420	
	C.	(1)	2100
		(2)	75
D.	75		

SECTION 4. - SCHEDULE OF PRICES

All shipments 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.

Contractor must make an entry in each of the spaces provided. Quotes 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. Quotes submitted with NQ (No Quote), NA (Not Applicable), 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 invoices submitted to the GPO shall be based on the most economical method of production.

I. DIGITAL DELIVERABLES: Prices offered include creating a print ready Adobe Acrobat PDF from the provided previous produced sample. Contractor responsible for type accuracy.

Per file creation per side \$ _____

II. PROOFS: Prices offered include the first PDF proof for the complete product plus any additional PDF proof required per Print Order

PDF proof..... per complete product..... \$ _____

III. PRINTING: Prices offered shall include the cost of all required materials (excluding paper) and operations (excluding perforations) necessary for the printing/imaging, binding, and construction of the products listed in accordance with these specifications.

NOTE: Prices must include the cost all makeready/setup charges.

	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>	<u>Format D</u>
	(1)	(2)	(3)	(4)

A. Printing face only in black:

(1) Makeready and/or Setup per order \$ _____ \$ XX \$ _____ \$ _____

(2) Running per 100 signs \$ _____ \$ XX \$ _____ \$ _____

(Initials)

	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>	<u>Format D</u>
	(1)	(2)	(3)	(4)

B. Printing face only in Pantone color:

(1) Makeready and/or Setup per order \$ _____ \$ _____ \$ _____ \$ XX _____

(2) Running per 100 signs \$ _____ \$ _____ \$ _____ \$ XX _____

C. Printing face only in an additional ink or Pantone (other than black):

(1) Makeready and/or Setup per order \$ XX _____ \$ XX _____ \$ _____ \$ _____

(2) Running per 100 signs \$ XX _____ \$ XX _____ \$ _____ \$ _____

D. Printing each side in full or four-color process:

(1) Makeready and/or Setup per order \$ _____ \$ XX _____ \$ XX _____ \$ XX _____

(2) Running..... per 100 forms \$ _____ \$ XX _____ \$ XX _____ \$ XX _____

IV. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print order, will be based on the net number of leaves furnished for the product(s) in the applicable "Format" group. The cost for any required stock/paper required for makeready or running spoilage must be included in the prices offered.

	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>	<u>Format D</u>
	(1)	(2)	(3)	(4)

A. White, matte finish, plastic 0.0625" \$ _____ \$ _____ \$ _____ \$ _____

B. White, opaque, PVC, .030" \$ _____ \$ XX _____ \$ XX _____ \$ XX _____

V. ADDITIONAL OPERATIONS: Prices offered must include the cost of all required materials and operations necessary for finishing signs/forms as indicated in PRODUCTS, pages 7 to 10 and packing, shipping containers, all packing materials, and complete distribution in accordance with these specifications.

A. Rounding Corners 4 corners/per 100 signs \$ _____

B. Drilling 4 holes/per 100 signs \$ _____

C. Packing

(1) per package of 5 signs..... \$ _____

(2) per package of 100 signs/cards \$ _____

D. Lamination with signature knockout..... per 100 cards..... \$ _____

 (Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
