

PROG# 6440-S	07/01/23 through 6/30/24						
Labels on Synthetic Substrates	-----	-----	-----	-----	-----	-----	-----
			<b>AMIDON</b>		<b>IMAGE</b>		<b>DOUGLASS</b>
	<b>BASIS</b>		<b>GRAPHICS</b>		<b>SQUARE, INC.</b>		<b>Screen Printers</b>
ITEM	OF	UNIT	St. Paul, MN	UNIT	Los Angeles, CA	UNIT	Lakeland, FL
NUMBER	AWARD	RATE	220-67519	RATE	040-44026	RATE	090-28380
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<b>I. Printing and Cutting to Size</b>							
1. Printing in single color							
(a)(1) MR Format A up to & inc. 10"	6	560.00	\$3,360.00	0.00	\$0.00	75.00	\$450.00
(b)(1) Run per 100 Format A	103	240.00	\$24,720.00	0.00	\$0.00	75.00	\$7,725.00
(a)(2) MR Format B over 10 up to & incl 30"	2	240.00	\$480.00	0.00	\$0.00	75.00	\$150.00
(b)(2) Run per 100 Format B	25	1133.00	\$28,325.00	0.00	\$0.00	9.00	\$225.00
(a)(3) MR Format C over 30"	2	583.00	\$1,166.00	0.00	\$0.00	9.00	\$18.00
(b)(3) Run per 100 Format C	35	385.00	\$13,475.00	0.00	\$0.00	9.00	\$315.00
2. Each additional ink							
(a)(1) MR Format A	4	400.00	\$1,600.00	0.00	\$0.00	37.50	\$150.00
(b)(1) Run per 100 Format A	70	240.00	\$16,800.00	0.00	\$0.00	37.50	\$2,625.00
(a)(2) MR Format B	2	560.00	\$1,120.00	0.00	\$0.00	37.50	\$75.00
(b)(2) Run per 100 Format B	25	770.00	\$19,250.00	0.00	\$0.00	7.50	\$187.50
(a)(3) MR Format C	6	275.00	\$1,650.00	0.00	\$0.00	7.50	\$45.00
(b)(3) Run per 100 Format C	35	385.00	\$13,475.00	0.00	\$0.00	7.50	\$262.50
<b>II. Stock</b>							
(a) White/Colored Printable Vinyl							
(1) Format A	103	618.00	\$63,654.00	19.97	\$2,056.91	4.15	\$427.45
(2) Format B	10	170.00	\$1,700.00	32.75	\$327.50	12.45	\$124.50
(3) Format C	35	1155.00	\$40,425.00	55.75	\$1,951.25	24.90	\$871.50
(b) 100% Virgin Polyester PET 2 - 4 mil							
(1) Format A	6	36.00	\$216.00	26.35	\$158.10	4.15	\$24.90
(2) Format B	13	221.00	\$2,873.00	50.75	\$659.75	12.45	\$161.85
(3) Format C	6	198.00	\$1,188.00	83.58	\$501.48	24.90	\$149.40
<b>III. Additional Operations</b>							
1. Laminate Overlay							
(a)(1) MR Format A	2	44.00	\$88.00	100.00	\$200.00	15.00	\$30.00
(b)(1) Run per 100 Format A	2	44.00	\$88.00	100.00	\$200.00	15.00	\$30.00
(a)(2) MR Format B	1	22.00	\$22.00	100.00	\$100.00	15.00	\$15.00
(b)(2) Run per 100 Format B	33	495.00	\$16,335.00	10.00	\$330.00	1.25	\$41.25
(a)(3) MR Format C	20	460.00	\$9,200.00	17.00	\$340.00	3.75	\$75.00
(b)(3) Run per 100 Format C	3	111.00	\$333.00	37.00	\$111.00	6.50	\$19.50
2. Numbering							
(a)(1) MR per label Format A	1	22.00	\$22.00	100.00	\$100.00	18.00	\$18.00
(b)(1) Run per 100 Format A	10	22.00	\$220.00	100.00	\$1,000.00	18.00	\$180.00
(a)(2) MR per label Format B	1	22.00	\$22.00	100.00	\$100.00	18.00	\$18.00
(b)(2) Run per 100 Format B	10	160.00	\$1,600.00	30.00	\$300.00	4.86	\$48.60
(a)(3) MR per label Format C	1	170.00	\$170.00	30.00	\$300.00	7.50	\$7.50
(b)(3) Run per 100 Format C	10	180.00	\$1,800.00	30.00	\$300.00	9.00	\$90.00
3. Die-cutting includes making die							
(a)(1) MR Format A	6	138.00	\$828.00	100.00	\$600.00	25.00	\$150.00
(b)(1) Run per 100 Format A	103	46.00	\$4,738.00	100.00	\$10,300.00	25.00	\$2,575.00
(a)(2) MR Format B	2	184.00	\$368.00	100.00	\$200.00	25.00	\$50.00
(b)(2) Run per 100 Format B	25	1133.00	\$28,325.00	0.00	\$0.00	7.50	\$187.50
(a)(3) MR Format C	8	275.00	\$2,200.00	0.00	\$0.00	7.50	\$60.00
(b)(3) Run per 100 Format C	35	385.00	\$13,475.00	0.00	\$0.00	7.50	\$262.50
4. Packaging per package							
(1) Format A	3174	1.50	\$4,761.00	0.00	\$0.00	1.40	\$4,443.60
<b>TOTAL</b>							
			\$320,072.00		\$19,865.99		\$22,289.05
Discount		0.50%	\$1,600.36	0.00%	\$0.00	3.00%	\$668.67
			<b>\$318,471.64</b>		<b>\$19,865.99</b>		<b>\$21,620.38</b>
					AWARDED		
Abstracted by: Bruce M. Canzanella							
Checked by: Richard W. Gilbert							

U.S. GOVERNMENT PUBLISHING OFFICE  
MidAtlantic Regional Procurement Office  
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Labels on Synthetic Substrates*

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

Department of Energy  
Savannah River Nuclear Solutions, Savannah River Site

Aiken, SC

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Day of Award and ending June 30, 2024, plus up to two (2) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION I of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Eastern Time, on June 20, 2023. This will NOT be a public bid opening.

**BID SUBMISSION:** Bidders MUST submit email bids to [bidsmidatlantic@gpo.gov](mailto:bidsmidatlantic@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The Program 6440-S and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

**ADDITIONAL EMAILED BID 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:

- . Illegibility of bid.
- . Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- . The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
- . 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 server as the official time stamp for bid receipt at the specified location.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstract for the current contract is available from: <https://www.gpo.gov/docs/default-source/contract-pricing/contract-pricing/charleston/ab6440s.pdf>

Direct all questions concerning these specifications to Bruce Canzanella at (202) 679-3838, or email [bcanzanella@gpo.gov](mailto:bcanzanella@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 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 for this contract.

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

**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	O.K. Proofs/Average Type Dimension/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**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 three (3) 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.

**ASSIGNMENT OF JACKET, 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.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor'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.

**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 through June 30, 2024, plus for such additional period(s) should the contract be extended. All print orders issued 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 the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering." The quantities of items specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the “Ordering” clause of this contract.

**PAYMENT:** 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 invoicing. 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/vendors/how-to-get-paid>.

To check on the status of a payment, email [invoice-inquiry@gpo.gov](mailto:invoice-inquiry@gpo.gov).

Contractor’s billing invoice must be itemized in accordance with the line items in the “Schedule of Prices.”

**MODIFICATIONS:** If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e., Author’s Alterations), contractor is REQUIRED to contact the publishing specialist in writing for approval BEFORE proceeding.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of labels requiring such operations as electronic prepress, printing, construction, packing and distribution.

**TITLE:** Labels on Synthetic Substrates

**FREQUENCY OF ORDERS:** Approximately 15 to 20 orders per year.

**QUANTITY:** Based on past performance, approximately 50 to 50,000 labels per order.

**NUMBER OF SIDES:** One side only.

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

- (1) Format "A" will include any label up to and including 10 square inches.
- (2) Format "B" will include any label over 10 square inches up to and including 30 square inches.
- (3) Format "C" will include any label over 30 square inches up to and including 60 square inches.

**GOVERNMENT TO FURNISH:** Electronic media, will be furnished as follows –

Platform: Macintosh OSX or Windows XP (or later).

Storage Media: Email.

Software: Adobe Acrobat. (Current or near current versions will be submitted).

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: Fonts will not be furnished, embedded, or embedded subsets of the PDF files.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional  
Information: Files will be furnished as PDF files.

Pantone Matching System will be used for color identification.

The contractor must use the furnished electronic media to produce the unique artwork for each print order.

Identification markings such as register marks, commercial identification marks of any kind, carried in the electronic files, must not print on the 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.

**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 reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the GPO MidAtlantic Publishing Specialist prior to further performance.

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. It is anticipated that the Government will make all major revisions.

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: The Government will accept PDF files as digital deliverables when furnished by the Government.)

**PROOFS:** Contractor, when ordered will submit one (1) "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. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

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

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

Contractor must not print prior to receipt of an "O.K. to Print."

**AUTHOR'S ALTERATIONS:** Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government, and the Government deems it necessary to require revised proofs or make author's alterations.

**STOCK/PAPER:** The specifications of all stock/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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

**CHLORIDE CONTENT:** *It is critical that all materials used in the creation of labels on synthetic substrates for the Savannah River Site have a cumulative total of less than 250ppm chloride content. These items are used for identification purposes on stainless steel, which is rapidly degraded by chlorides; therefore, precautions must be taken. It is well understood that vinyl, when requested, does contain significantly more chloride than 250ppm. Use of these materials is managed on site.*

The stock to be used will be indicated on each print order.

All materials must be UV resistant and extreme weather resistant, unless otherwise stated on the print order. Satin or gloss finish will be indicated on the print order.

White, Colored, and Clear Printable Vinyl (PVC), 2-4 mil, White for most orders.

Note: Majority of orders issued will require White Printable Vinyl.

100% Virgin Polyester PET, no regrind, oriented or unoriented (intrinsic viscosity 0.8 or higher), top coated print grade, ultra violet inhibitor (UVI); 2 or 4 mil, Opaque White will be required for occasional orders.

**PRINTING:** All labels print one side (Face) only in one (1) to four (4) ink colors. Solid backgrounds bleed off all sides after trimming on some labels. Occasionally text or graphics bleed.

Match Pantone numbers as indicated on the print order. When a label color is indicated without referencing a Pantone number, then colored vinyl will be used.

Note: GPO imprint requirement is waived and must not print on final product.

*Surface:* Satin, semi-gloss, or gloss finish will be indicated on the print order. Surfaces must accept ballpoint pen, felt tip pen, and permanent pen (such as Sharpie) writing.

*Numbering:* Occasionally, an order will require numbering. When required, the sequence, position and ink color will be indicated on the print order. Numbering ink colors will be black or red, **must be dense and UV resistant**, and will be indicated on the print order.

**MARGINS:** Margins will be as indicated on print order or in furnished electronic files

**INKS:** Ink must not react with the substrate to reduce the durability of the final product. A UV curing process must not damage or limit the life of the substrate or laminate overlay.

#### **CONSTRUCTION:**

*Adhesives:* Coat the back of each label with permanent pressure-sensitive adhesive and mount on a suitable same-size liner sheet, slit for easy removal. Slit must not penetrate label. Adhesives must stick to plastic, glass, metal, and wood, including textured surfaces as indicated on each print order. PC3 is recommended because it contains a UV inhibitor and extremely low chloride.

*Laminate Overlay:* Polyester PET, 2-4 mil thick, clear, satin. Laminate overlays, when required, will cover at least 75% of the surface of the label. The location of the peel-down overlay will be indicated on the file when it is required. The make ready and run rates in this section will include the cost of the die cutting involved in the process.

*Die-cut/Trim:* Die-cut each label as specified in the print order. Examples of die-cutting are rounding corners of labels or kiss cutting labels when printing multiple up on a sheet. Balance of orders trim four sides. No die cutting charge will be allowed for cutting liner sheets.

**PACKING:** Shrink-film wrap in quantities of 25 or as specified in the print order.

Pack in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery process.



**LABELING AND MARKING:** Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

All boxes must be labeled with the SRNS unique control 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on [GPO.gov](http://GPO.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of 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) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [GPO.gov](http://GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the instructions on the distribution list.

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

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on [GPO.gov](http://GPO.gov)). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to Savannah River Nuclear Solutions, Savannah River Site, Building 731-N, Aiken, SC 29808. Deliveries must be made between 7:30 a.m. and 3:00 p.m., Monday through Friday only.

The contractor shall be required to provide tracking number(s) to the ordering agency at the time of shipment. This may be done by email to the ordering agency contact specified on the print order.

For each order placed, contractor must notify the ordering agency on the same day that the product delivers via e-mail sent to the ordering agency contact specified on the print order AND [infomidatlantic@gpo.gov](mailto:infomidatlantic@gpo.gov). The subject line of this message shall be “Distribution Notice for Program 6440-S, P.O. TXXXX, Print Order XXXXX”. The notice must provide all applicable tracking numbers, delivery method, and title. Contractor must be able to provide copies of all delivery receipts upon agency request.

All furnished materials, and **five (5) sample copies** must be returned (marked as "furnished materials") at the same time as the delivery of order and to the same location as the delivery. This material must be packaged separately.

All expenses incidental to picking up and returning materials (if applicable), furnishing proofs, and submitting samples, must be borne by the contractor.

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

Print order and furnished material will be submitted via e mail.

No definite schedule for placement of orders 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.

Email proofs to agency contact listed on the print order. Contractor must call the contact to confirm receipt. Proofs will be held no longer than two (2) workdays. Weekends, and/or Federal Holidays are not proof approval dates.

For orders requiring less than 10,000 copies, the contractor must complete proofing, production, and delivery within 15 workdays after notification of availability of print order and furnished material.

For orders requiring 10,000 or more copies, the contractor must complete proofing, production, and delivery within 25 workdays after notification of 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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting GPO Midatlantic via email to [infomidatlantic@gpo.gov](mailto:infomidatlantic@gpo.gov) or by calling (202) 679-3838. Personnel receiving the email or call will be unable to respond to questions of a technical nature or transfer any inquiries.

**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 for 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.		(1)	(2)	(3)
	1.			
		(a) 6	2	2
		(b) 103	25	35
	2.			
		(a) 4	2	6
		(b) 70	25	35
II.		(1)	(2)	(3)
		(a) 103	10	35
		(b) 6	13	6
III.		(1)	(2)	(3)
	1.			
		(a) 2	2	1
		(b) 33	20	3
	2.			
		(a) 1	1	1
		(b) 10	10	10
	3.			
		(a) 6	2	8
		(b) 103	25	35
	4.	3,174		

**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), 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 billing invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per-100 rate.

Bids for each "Format" shall be for a label size up to the maximum listed for each of the "Formats," as outlined in Section 2. – Specifications.

The cost of all required stock/paper must be charged under Item II. STOCK.

**I. PRINTING, TRIMMING, PACKING, AND DISTRIBUTION:** The prices offered must be all-inclusive for the product listed and shall include the costs of all required materials and operations except stock/paper necessary for the complete printing, trimming, packing, and distribution of the products as defined in Section 2. - Specifications.

	<u>Format A</u> (1)	<u>Format B</u> (2)	<u>Format C</u> (3)
1. Printing in a single ink color:			
(a) Makeready and/or Setup..... per label.....	\$ _____	\$ _____	\$ _____
(b) Running per 100 labels .....	\$ _____	\$ _____	\$ _____
2. Each Additional ink color:			
(a) Makeready and/or Setup..... per label.....	\$ _____	\$ _____	\$ _____
(b) Running per 100 labels .....	\$ _____	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

**II. STOCK:** Payment for all stock 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 labels furnished in the applicable "Format" group. Prices offered shall include cost of backing sheet. The cost for any stock required for makeready or running spoilage must be included in the prices offered.

		<u>PER 100 LABELS</u>		
		<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
		(1)	(2)	(3)
(a)	White, Clear & Colored Printable Vinyl (2-4 mil) \$_____	\$_____	\$_____	\$_____
(b)	100% Virgin Polyester PET (2-4 mil)..... \$_____	\$_____	\$_____	\$_____

**III. ADDITIONAL OPERATIONS:**

		<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
		(1)	(2)	(3)
1.	Laminate Overlay:			
(a)	Makeready and/or Setup..... per label ..... \$_____	\$_____	\$_____	\$_____
(b)	Running per 100 labels..... \$_____	\$_____	\$_____	\$_____
2.	Numbering:			
(a)	Makeready and/or Setup..... per label ..... \$_____	\$_____	\$_____	\$_____
(b)	Running per 100 labels..... \$_____	\$_____	\$_____	\$_____
3.	Die-cutting:			
(a)	Makeready and/or Setup..... per label ..... \$_____	\$_____	\$_____	\$_____
(b)	Running per 100 labels..... \$_____	\$_____	\$_____	\$_____
4.	Shrink Wrapping ..... per package.....\$_____			

\_\_\_\_\_  
(Initials)

**SHIPMENTS:** 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 Solicitations 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 Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

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

By \_\_\_\_\_  
(Signature and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Printed Name) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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