

Program Term 10-1-2023 to 9-30-2024 (Up to 4 option years)											
TITLE: Presentation & Award Folders											
		(Contr #1 - E4) Pioneer Prtg. Lodi, NY			(Contr #2 - G4) Precision Prtg. Moberly, MO			(Contr#3-I4) Unified Packaging, Inc. Denver, CO		Previous Contractors Pioneer Prtg.	
ITEM NC	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
<b>CATEGORY 1: USFS FOLDERS</b>											
<b>I. COMPLETE PRODUCT:</b>											
(a)	Presentation folders, prtq 1 color...per folder...										
(1)	Makeready &/or set up.....	1	160.00	160.00	405.00	405.00	155.00	155.00	115.00	115.00	
(2)	Running per 100 copies.....	5	130.00	650.00	86.00	430.00	116.00	580.00	86.00	430.00	
(b)	Award folders, w/gold foil stamping...per folder...										
(1)	Makeready &/or set up.....	4	180.00	720.00	419.00	1,676.00	95.00	380.00	72.00	288.00	
(2)	Running per 100 copies.....	20	90.00	1,800.00	129.00	2,580.00	78.50	1,570.00	59.00	1,180.00	
<b>II. ADDITIONAL OPERATIONS:</b>											
(a)	Shrink-wrapping of folders...per wrap.....	40	0.27	10.80	0.32	12.80	0.36	14.40	0.27	10.80	
(b)	Add'l cost to split shipments (when order delivers to more than 1 destination per order)...per dest.....	2	12.00	24.00	25.00	50.00	8.00	16.00	6.00	12.00	
<b>CONTRACTOR TOTALS</b>				<b>\$3,364.80</b>		<b>\$5,153.80</b>		<b>\$2,715.40</b>		<b>\$2,035.80</b>	
<b>DISCOUNT</b>			1.00%	<b>\$33.65</b>			0.50%	<b>\$13.58</b>	1.00%	<b>\$20.36</b>	
<b>DISCOUNTED TOTALS</b>				<b>\$3,331.15</b>		<b>\$5,153.80</b>		<b>\$2,701.82</b>		<b>\$2,015.44</b>	
				<b>AWARD</b>							
<b>CATEGORY 2: DLA AWARD FOLDERS</b>											
<b>I. PRTG., PRODUCTION, DISTRIBUTION:</b>											
1.	Prtg DLA award folders										
(a)	prtq.one ink color on face side only..per folder										
(1)	Makeready &/or set up.....	15	110.00	1,650.00	252.00	3,780.00	198.00	2,970.00	150.00	2,250.00	
(2)	Running per 100 copies.....	50	14.00	700.00	16.00	800.00	22.00	1,100.00	16.00	800.00	
2.	Stamping DLA award folders										
(a)	Gold foil stamping on face side only..per folder										
(1)	Makeready &/or set up.....	85	67.00	5,695.00	218.00	18,530.00	120.00	10,200.00	90.00	7,650.00	
(2)	Running per 100 copies.....	450	14.00	6,300.00	23.00	10,350.00	34.50	15,525.00	16.00	7,200.00	
<b>II. PAPER: price per 100 flat sheets</b>											
(a)	Group A.....	10	28.25	282.50	26.00	260.00	45.00	450.00	26.00	260.00	
(b)	Group B.....	305	46.00	14,030.00	39.00	11,895.00	62.00	18,910.00	39.00	11,895.00	
(c)	Group C.....	180	51.00	9,180.00	49.00	8,820.00	83.00	14,940.00	48.00	8,640.00	
(d)	Commercially-available pocket folder ( Oxford/ Esselte # 57575.....per 100 folders.....	5	94.00	470.00	154.00	770.00	145.00	725.00	94.00	470.00	
<b>III. ADDITIONAL OPERATIONS:</b>											
(a)	Shrink wrap of folders.....per wrap.....	125	0.27	33.75	0.32	40.00	0.36	45.00	0.20	25.00	
(b)	Creation of magnesium stamping die...per sq inch...	315	1.85	582.75	3.25	1,023.75	7.75	2,441.25	2.40	756.00	
(c)	Customer-authorized prepress work to create and/or re-work furnished prtq media...per hour....	9	25.00	225.00	105.00	945.00	65.00	585.00	40.00	360.00	
<b>IV. ADDITIONAL CHARGE FOR DELIVERIES FOR CATEGORY 2 (f.o.b. destination)</b>											
(a)	Shipments to Alaska Fort Richardson, Alaska 99505.. ..per 100 folders.....	30	19.00	570.00	55.73	1,671.90	___	___			
(b)	Shipments to Arizona Davis Monthan Air Force Base, Arizona 85707.....per 100 folders.....	30	15.00	450.00	12.00	360.00	___	___			
(c)	Shipments to California Naval Base Ventura County, California 93043.....per 100 folders.....	30	15.00	450.00	18.53	555.90	___	___			
(d)	Shipments to California Naval Air Station China Lake, California 93555.....per 100 folders.....	30	15.00	450.00	22.43	672.90	___	___			
(e)	Shipments to California NAS North Island, California 92135.....per 100 folders.....	30	15.00	450.00	18.53	555.90	___	___			

(f)	Shipments to California Naval Station San Diego, California 92136.....per 100 folders.....	30	15.00	450.00	18.53	555.90	---	---						
(g)	Shipments to California Travis AFB, California 94535.....per 100 folders.....	30	15.00	450.00	18.53	555.90	---	---						
(h)	Shipments to Hawaii Joint Base Pearl Harbor, Hawaii 96860.....per 100 folders.....	30	22.50	675.00	55.73	1,671.90	---	---						
(i)	Shipments to Nellis AFB, Nevada 89191.....per 100 folders.....	30	15.00	450.00	15.00	450.00	---	---						
(j)	Shipments to New Mexico Kirtland AFB, New Mexico 87717.....per 100 folders.....	30	15.00	450.00	12.00	360.00	---	---						
(k)	Shipments to Oklahoma Fort Sill, Oklahoma 73503.....per 100 folders.....	30	14.00	420.00	12.00	360.00	---	---						
(l)	Shipments to Oregon Portland, Oregon 97218.....per 100 folders.....	30	15.00	450.00	16.06	481.80	---	---						
(m)	Shipments to Utah Hill AFB, Utah 84056.....per 100 folders.....	30	15.00	450.00	12.00	360.00	---	---						
(n)	Shipments to Washington Bangor, Washington 98315.....per 100 folders.....	30	15.00	450.00	18.53	555.90	---	---						
(o)	Shipments to Washington NUWC, Washington 98345.....per 100 folders.....	30	15.00	450.00	18.53	555.90	---	---						
(p)	Shipments to Washington Walla Walla, Washington 99362.....per 100 folders.....	30	15.00	450.00	21.72	651.60	---	---						
<b>IV.</b>	<b>ACCELERATED DELIVERY:</b>													
	Subtotal of Cat. 2 Items I, II, III			46,664.00		67,589.25	---	---				40,306.00		
	Approx. percentage of expedited orders	5%		2,333.20		3,379.46	---	---				2,015.30		
	Est, value of orders with regular schedule			44,330.80		64,209.79	---	---				38,290.70		
(a)	Percentage up-charge to deliver order within 5 to 7 workdays upon notification of availability of furnished materials.....per order....		5%	116.66	10%	337.95	15%		10%			201.53		
	<b>CONTRACTOR TOTALS</b>			<b>\$46,780.66</b>		<b>\$67,927.20</b>						<b>\$40,507.53</b>		
	<b>DISCOUNT</b>		1.00%	<b>\$467.81</b>			0.50%		5.00%			<b>\$2,025.38</b>		
	<b>DISCOUNTED TOTALS</b>			<b>\$46,312.85</b>		<b>\$67,927.20</b>						<b>\$38,482.15</b>		
				<b>AWARD</b>										

Specifications by: AZ  
Reviewed by: MB

U.S. GOVERNMENT PRINTING OFFICE

San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**Presentation & Award Folders**

as requisitioned from the U.S. Government Printing Office (GPO) by the  
Dept of Agriculture (USFS) and Defense Logistics Agency (DLA) Document Services

Single Award in Two Categories

**From OCTOBER 1, 2023 to SEPTEMBER 30, 2024**

The term of this contract is for one year, plus as many as four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

For information of a technical nature call Alan Zada at (707) 748-1975. (No collect calls.)

**QUOTE DUE DATE: 11:00 AM Pacific Time on TUESDAY, SEPTMEBR 12, 2023.** This will NOT be a public bid opening. Quotes received after 11:00 AM PST on the bid opening date specified above will not be considered for award.

**SUBMISSION OF QUOTES:** Vendors MUST FAX quotes to **1-800-859-2835** for this solicitation. No other method of quote submission will be accepted at this time.

Program 2994-S and the quote opening date must be specified in the subject line of the FAX submission. Quotes received after the opening date specified above will not be considered for award.

To submit a quote, contractors must execute and submit the 'Schedule of Prices' pages 15 through 19, herein.

**BIDDERS, PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

An abstract of the previous contract prices is included herein.

**QUOTES DUE: 11:00 AM (PST) San Francisco, CA on TUESDAY, SEPTEMBER 12, 2023.**

## 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 9-19)).

GPO Contract Terms (*GPO Pub 310.2, Effective December 1987, (Rev. 1-18)* – the light blue cover)  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (*GPO Pub. 310.1, Effective May 1979 (Rev. 09-19)* – the dark blue cover) –  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, has been revised. The new clause can be found at [ww.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This revised clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**DOING BUSINESS WITH THE GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘GPO Contractor Connection’ link in accordance with the furnished instructions on that page.

**NOTE:** Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor’s seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

**CONTRACTING METHOD:** This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4.

**FACSIMILE BIDS:** Facsimile bids are permitted.

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.

- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile quote to **1-800-859-2835 ONLY**, one quote per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
  - (1) Receipt of garbled or incomplete bid.
  - (2) Availability or condition of the receiving facsimile equipment.
  - (3) Incompatibility between the sending and receiving equipment.
  - (4) Delay in transmission or receipt of bid.
  - (5) Failure of the bidder to properly identify the bid.
  - (6) Illegibility of bid.
  - (7) Security of bid data.

**SUBCONTRACTING:** Lithographic offset printing is defined as the predominant function of this contract and may not be subcontracted. Printing of products using thermographic powders may be subcontracted.

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

Product Quality Levels:

- (a) Printing Attributes — Level III.
- (b) Finishing 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	Camera Copy/O.K. Proofs
P-8. Halftone Match (Single, Double Impression)	Camera Copy/O.K. Proofs
P-9. Solid and Screen Tint Color Match	Pantone Color Match/O.K. Proofs

**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 before expiration of the current contract term. 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 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing revision.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PAYMENT:** 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/agency/billing-and-payment>.

*Note: The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'*

**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 **OCTOBER 1, 2023 to SPETMEBR 30, 2024** 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule

**REQUIREMENTS:** This is a requirement contract for the items and for the period specified herein. 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 delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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.

**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 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from **OCTOBER 1, 2023 to SEPTEMBER 30, 2024**. 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.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "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.

The Economic price adjustment will be the percentage difference between the 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 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 **June 30, 2023**, 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.

**NOTIFICATION:** The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is affected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of presentation and award folders requiring such operations as copy pickup, generation of printing media from furnished hardcopy and/or digital copy, reprints requiring use of furnished lithographic film negatives, proofs, Quality Level 3 printing, gold foil stamping, die-cutting, scoring, folding, packing and delivery.

**TITLE:** Folders.

### **FREQUENCY OF ORDERS:**

Category 1: USFS Presentation folders: Approximately zero to two (avg. one) orders per year.  
USFS Award folders: Approximately two to five (avg. four) orders per year.

Category 2: DLA Award folders: Approximately 50 to 150 (avg. 100) orders per year.

Note: More than style of folder may be ordered per Print Order. Based upon past performance, as many as eight Category 2 Print Orders may be placed on the same day.

### **QUANTITY:**

Category 1: Presentation folders: Approximately 100 to 2,500 (avg. 500) copies per folder.  
Award folders: Approximately 300 to 2,000 (avg. 500) copies per folder

Category 2: Award folders: Approximately 100 to 3,000 (avg. 500) copies per folder

**TRIM SIZE:** (Dimensions cited hereafter are approximate flat sheet dimensions.)

Category 1: Presentation folders: Approximately 19-1/2 x 17".  
Award folders: Approximately 11-7/8 x 19-3/4".

Category 2: Award folders: Based upon past performance, it is anticipated that approximate number of the following folder formats will be ordered:

- 7 orders: Portrait format (folding along left edge): Approximately 19 x 12": 228 sq. inches.
- 64 orders: Portrait format (folding along top edge): Approximately 9-1/2 x 24": 228 sq. in.
- 16 orders: Landscape format (folding along top): Approximately 12 x 19-1/4": 231 sq. in.
- 3 orders: Landscape format (folding along side): Approximately 12 x 19-1/4": 231 sq. in.
- 10 orders: Commercially-available Oxford Esselte #57575 pocket folders.

Note: Because the flat sheet trim size of each folder cannot be predetermined with absolute certainty, bidders are to assume a tolerance of plus or minus 1" in each dimension when pricing the aforementioned Category 2 award folders.

### **GOVERNMENT TO FURNISH:**

Category 1: Repro copy or digital copy, two aluminum stamping dies (for USFS logo and 11-1/4 x 8-7/8" border rule), board-mounted paper-cutting dies for both the presentation and the award folders and reprint samples as construction guides.

Category 2: Repro copy and a reprint sample as stock/construction guide. Metal alloy reprint stamping dies will also be furnished.

Both categories: It is anticipated that digital copy will also be provided, typically in the form of Windows-compatible professional layout software (InDesign, Quark, Illustrator, Photoshop, etc) or desktop publishing software (MS Word, MS Publisher, MS PowerPoint, etc.).

**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.

The contractor will be required to provide stamping, slitting and trimming dies, as required.

The contractor must be able provide digital means, methods and software necessary for the operation and support of the aforementioned software (up to and including the most recent version) and will be required to provide a full library of TrueType fonts.

Digital prepress, deliverables:

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.

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.

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.

**PROOFS:** When ordered, one trimmed, folded and glued (or taped or otherwise fastened) working set of digital page proofs will be required. Submitted page proofs shall include any and all elements that require gold foil stamping.

**PRINTING MEDIA:** If digital copy is furnished, the contractor shall output final copy at a minimum of 1600 dpi. Any required screens are to 133-line screen or finer.

**Category 1:**

Based upon past performance, the Forest Service will furnish repro copy or digital files for most of the Category 1 orders.

The contractor may use digital media to produce (gold foil) stamping dies.

The contractor will be required to set/shoot/strip-in the GPO imprint onto the back inside pocket of all presentation folders. Additionally, it is estimated that each of as many as three orders will require the contractor to typeset/shoot/strip-in as many as six type lines and/or pieces of line art; and to make one form-size composited film negative. The contractor shall include the cost to provide this performance within the prices quoted in the 'Schedule of Prices.'

**Category 2:**

It is anticipated that the Government will furnish repro copy for most of the orders. Some orders will require generation of printing media from furnished digital copy.

Some orders will require the contractor to create and/or re-work the furnished materials in order to conform to the customer's printing requirements.

The contractor may use digital media to produce (gold foil) stamping dies.

**STOCK:** The specifications of all stock 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, and any subsequent amendments thereto.

**Category 1:**

JCP Code L20, Presentation folders: Colored Vellum-Finish Cover, basis size 20 x 26", 80 lbs. per 500 sheets, furnished stock must contain a minimum of 100% postconsumer recovered material (colors to match Neenah's Evergreen 100PC Cover or Mohawk's Genesis Cover colors).

Award folders: Dark Green Felt-Finish Cover, basis size 20 x 26", 80 lbs. per 500 sheets, containing a minimum of 30% postconsumer recovered material (color to match Neenah's Gainsborough Hunter Green; Strathmore's Grandee Greenbrier).

**Category 2:**

Category 2 stocks will be organized into three groups of papers, based upon the generally comparable costs of the stocks listed within each group.

**Group A:**

JCP Code K10 Blue Index, basis size 25-1/2 x 30-1/2", 100 lbs. per 500 sheets.

JCP Code L20 Blue Vellum Finish Cover, basis size 20 x 26", 65 lbs. per 500 sheets (Blue color to match Wausau's Celestial Blue Cover.)

JCP Code L70 White Litho Coated (C1S) Cover, 12 points thick.

**Group B:**

JCP Code L21 White Linen-Finish Cover, basis size 20 x 26", 80 lbs. per 500 sheets.

JCP Code L21 Dark Blue Linen-Finish Cover, basis size 20 x 26", 80 lbs. per 500 sheets (Dark blue color to match Wausau's Midnight Blue or Neenah's Patriot Blue Linen-Finish Cover.)

**Group C:**

JCP Code L21 Dark Blue Linen-Finish Cover, basis size 20 x 26", 80 lbs. per 500 sheets (Dark blue color to match Beckett's Blazer Blue.)

JCP Code L21 Black Linen Finish Cover, basis size 20 x 26", 80 lbs. per 500 sheets (Black color to match Beckett's Black)

**GROUP D:**

Commercially available pocket folders:

Oxford/Esselte folder: Product Model No. of 57575 features 5" deep straight pocket (stitched or glued along center fold) and reinforced outside edges, to be supplied in various stock colors.

**PRINTING:** Ink used in the performance of this contract shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent.

**Category 1:** Presentation folders will print one Pantone color of ink on face side of flat sheet, as indicated on the print order. Presentation folders will not require any gold foil stamping.

**Category 2:** Based upon past performance, approx. 10% of DLA award folders will require lithographic printing in one Pantone ink color (typically metallic gold) on face side of flat sheet, as indicated on the print order.

**FOIL STAMPING:**

**Category 1:** All award folders will gold foil stamp a 2 x 2-1/2" USFS logo on face side of flat sheet and a 11-4 x 8-7/8" border rule on the back side.

Award folders will not require lithographic printing.

**Category 2:** Based upon past performance, approx. 90% of the orders will require gold foil stamping an agency logo and/or other type and rule elements on face side of flat sheet.

**MARGINS:**

**Category 1:** Presentation folders printing screen tint background will bleed three sides. All award folders will have adequate gripper margins.

**Category 2:** Based upon past performance, the predominate number of DAPS award folders will have adequate gripper margins.

**CONSTRUCTION:**

**Category 1:**

Presentation folders: Die-cut flat sheet with furnished board-mounted paper cutting die. Score, glue and fold up to form 5" deep angle-cut pockets. Score and fold to final size of 9 x 12".

Award folders: Die-cut a slit at each of the four corners of back panel to accommodate award certificate, per furnished sample. Score and fold flat sheet in half and trim three sides with a deckle-edge die to create a 11-7/8 x 19-3/4" folder with deckle edge around three sides.

**Category 2:**

DLA award folders (portrait and landscape formats: hinged at side or top): Die-cut a single straight or curved slit (or parallel pair of slits) at each of the four corners of back panel to accommodate either an 8-1/2 x 11" or 11 x 8-1/2" award certificate, per furnished sample and/or instructions. Score and fold flat sheet in half (horizontally or vertically), with title panel out.

Based upon past performance, approx. 5% of the orders will require the contractor to furnished commercially-available pocket folders, Oxford/Esselte's Product No. 57575.

**PACKING:** Pack in suitable shipping containers.

Shipping containers shall have a minimum of bursting strength of 275 lbs per square inch or a minimum bursting edge crush test (ECT) of 44 lbs per square inch width.

**DEPARTMENTAL QUALITY COPIES:** All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

<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 samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the PRINT ORDER/SPECIFICATION along with the signed selection certificate, which will be furnished, must be included with the samples.

A copy of the Government-furnished certificate must accompany the voucher sent to the GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay of processing the voucher.

**DISTRIBUTION:**

**Category 1:**

Folders deliver f.o.b. destination throughout California. Orders may deliver to more than one destination.

The contractor is to retain all furnished dies, as well as dies and working films made by the contractor, until contract expiration. The contractor will be responsible for maintaining the physical integrity of these materials during storage at the contractor's facility.

Upon contract expiration, all furnished dies, as well as dies and working films made by the contractor, must be returned to the Forest Service via traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to retrieval and return of contract materials must be borne by the contractor.

**Category 2:**

Orders will deliver to:

Alaska Fort Richardson, Alaska 99505  
Arizona Davis Monthan Air Force Base, Arizona 85707  
California Naval Base Ventura County, California 93043  
California Naval Air Weapons Station China Lake, California 93555  
California NAS North Island, California 92135  
California Naval Station San Diego, California 92136  
California Travis AFB, California 94535  
Hawaii Joint Base Pearl Harbor, Hawaii 96860  
Nevada Nellis AFB, Nevada 89191  
New Mexico Kirtland AFB, New Mexico 87117  
Oklahoma Fort Sill, Oklahoma 73503  
Oregon Portland, Oregon 97218  
Utah Hill AFB, Utah 84056  
Washington Bangor, Washington 98315  
Washington NUWC, Washington 98345  
Washington Walla Walla, Washington 99362

The contractor is to retain all furnished dies, as well as dies and working films made by the contractor, until contract expiration. The contractor will be responsible for maintaining the physical integrity of these materials during storage at the contractor's facility.

Upon contract expiration, all furnished dies, as well as dies and working films made by the contractor, must be returned to the Forest Service via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to retrieval and return contract materials must be borne by the contractor.

**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).

**Category 1:**

Furnished material will be picked-up at: USDA - Forest Service, 1323 Club Drive, Vallejo, CA 94592. (Contract POC will be John Eudicone at 707-980-5384, John.Eudicone@usda.gov)

No definite schedule for pickup of material can be predetermined.

Contractor must produce and deliver each order complete within 8 to 15 workdays after notification of availability of materials for pickup by the contractor.

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(s) specified.

**Category 2:**

99% of the orders will be transferred or submitted by the Agency electronically. In the event agency needs to send the vendor a sample, agency will ship to contractor via traceable means (at agency cost).

No definite schedule for orders can be predetermined.

Contractor must produce and deliver each order complete within 8 to 15 workdays after order placement by the Agency.

Accelerated delivery: Based upon past performance, approx. 10% of the order will require delivery between five to seven workdays after notification of availability of materials for pickup by the contractor.

The "ship/deliver" date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

### SECTION 3. - DETERMINATION OF AWARD

Procurement under this solicitation will be divided into two categories. The Government will make an award in each category. The lowest bid will be determined by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

Category 2 accelerated delivery: The percentage upcharge submitted by the contractor under Category 2 Item IV shall first be applied to 5% of the subtotal of costs obtained from Category 2 Items I, II and III. The product of this application shall then be added to the subtotal of costs obtained from Items I, II and III to determine each bidder's total contract bid price.

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

#### Category 1:

- I. (1) (2)
  - (a) 1 5
  - (b) 4 20
- II.
  - (a) 40
  - (b) 2

#### Category 2:

- I. (1) (2)
  - 1. (a) 15 50
  - 2. (a) 85 450
- II.
  - (a) 10
  - (b) 305
  - (c) 180
  - (d) 5
- III.
  - (a) 125
  - (b) 315
  - (c) 9
- IV.
  - (a) 30
  - (b) 30
  - (c) 30
  - (d) 30
  - (e) 30
  - (f) 30

- (g) 30
- (h) 30
- (i) 30
- (j) 30
- (k) 30
- (l) 30
- (m)30
- (n) 30
- (o) 30
- (p) 30

V.

- (a) Accelerated delivery: See note above.

**SECTION 4. - SCHEDULE OF PRICES**

**GPO Fax Numbers: 1-800-859-2835**

**Quotes due: 11:00 AM / Date: TUESDAY, SEPTEMBER 12, 2023**

Quotes 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.

Contractor must make an entry in each of the spaces provided.

An entry of NC (No Charge) shall be entered if Contractor intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid) 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 100 will be prorated at the 'Per 100' rate.

**CATEGORY 1:**

**I. COMPLETE PRODUCT:** Prices quoted shall include the cost of all required materials and operations (excepting those under Item II) necessary for the complete production and distribution of the product listed in accordance with these specifications.

	Make-ready and/or Setup (1)	Running Per 100 Copies (2)
(a) Presentation folders, printing one color.....per folder	\$ _____	\$ _____
(b) Award folders, with gold foil stamping.....per folder	\$ _____	\$ _____

\_\_\_\_\_  
Initials

**II. ADDITIONAL OPERATIONS**

(a) Shrink-wrapping of folders.....per wrap\$ \_\_\_\_\_

(b) Additional cost to split shipments (when order  
delivers to more than one destination per order).....per destination\$ \_\_\_\_\_

**CATEGORY 2:**

**I. PRINTING, PRODUCTION, DISTRIBUTION:** Prices quoted shall include the cost of all required materials and operations (excepting those under Items II and III) necessary for the complete production and distribution of the product listed in accordance with these specifications.

	Make-ready and/or Setup (1)	Running Per 100 Copies (2)
1. Printing DLA Award Folders:		
(a) Printing one ink color on face side only.....per folder.....\$ _____		\$ _____
2. Stamping DLA Award Folders:		
(a) Gold foil stamping on face side only.....per folder.....\$ _____		\$ _____

**II. PAPER:** The Contractor will be reimbursed for the net number of trim-size leaves of paper required for each order. Quotations must include cost of all make-ready and running spoilage allowances.

	Price Per 100 Flat Sheets*
(a) Group A.....\$ _____	
(b) Group B.....\$ _____	
(c) Group C.....\$ _____	

	Price Per 100 Folders
(d) Commercially-available pocket folder (Oxford/Esselte #57575).....\$ _____	

\* Approx. 216 to 231 sq. inches per folder flat sheet, regardless of folder format or folding edge.

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Initials

**III. ADDITIONAL OPERATIONS**

- (a) Shrink-wrapping of folders.....per wrap .....\$ \_\_\_\_\_
- (b) Creation of magnesium stamping die..... per sq. inch .....\$ \_\_\_\_\_
- (c) Customer-authorized prepress work to create  
and/or re-work furnished printing media\* .....per hour.....\$ \_\_\_\_\_

\* Note: All such prepress work must be expressly authorized by the customer before the work is initiated by the contractor. The contractor shall be reimbursed for such work upon submittal of a receipt signed by the customer authorizing reimbursement for the additional prepress performance charged by the contractor.

**IV. ADDITIONAL CHARGE FOR DELIVERIES FOR CATEGORY 2 (f.o.b. destination).**

- (a) Shipments to Alaska Fort Richardson, Alaska 99505 .....per 100 folders ....\$ \_\_\_\_\_
- (b) Shipments to Arizona Davis Monthan Air Force Base, Arizona 85707 .....per 100 folders ....\$ \_\_\_\_\_
- (c) Shipments to California Naval Base Ventura County, California 93043....per 100 folders ....\$ \_\_\_\_\_
- (d) Shipments to California Naval Air Station China Lake, California 93555..per 100 folders ....\$ \_\_\_\_\_
- (e) Shipments to California NAS North Island, California 92135.....per 100 folders ....\$ \_\_\_\_\_
- (f) Shipments to California Naval Station San Diego, California.. 92136 .....per 100 folders ....\$ \_\_\_\_\_
- (g) Shipments to California Travis AFB, California 94535 per 100 folders ....per 100 folders ....\$ \_\_\_\_\_
- (h) Shipments to Hawaii Joint Base Pearl Harbor, Hawaii 96860.....per 100 folders ....\$ \_\_\_\_\_
- (i) Shipments to Nellis AFB, Nevada 89191 .....per 100 folders ....\$ \_\_\_\_\_
- (j) Shipments to New Mexico Kirtland AFB, New Mexico 87117 .....per 100 folders ....\$ \_\_\_\_\_
- (k) Shipments to Oklahoma Fort Sill, Oklahoma 73503 .....per 100 folders ....\$ \_\_\_\_\_
- (l) Shipments to Oregon Portland, Oregon 97218 .....per 100 folders ....\$ \_\_\_\_\_
- (m) Shipments to Utah Hill AFB, Utah 84056 .....per 100 folders ....\$ \_\_\_\_\_
- (n) Shipments to Washington Bangor, Washington 98315 .....per 100 folders ....\$ \_\_\_\_\_
- (o) Shipments to Washington NUWC, Washington 98345 .....per 100 folders ....\$ \_\_\_\_\_
- (p) Shipments to Washington Walla Walla, Washington 99362 .....per 100 folders ....\$ \_\_\_\_\_

**V. ACCELERATED DELIVERY:**

- (a) Percentage up-charge to deliver order within 5 to 7 workdays  
upon notification of availability of furnished materials.....per order .....% \_\_\_\_\_

**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).

**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 points(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.

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Initials

**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 fax or mail, fill out and return one copy of all pages in “SECTION 4. –SCHEDULE OF PRICES,” including initialing/signing where indicated.

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 \_\_\_\_\_  
(Printed Name, Signature and title of person authorized to sign this bid) (Date)

\_\_\_\_\_  
(Person to be contacted) (Telephone Number) (Email)

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**THIS SECTION FOR GPO USE ONLY**

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

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Initials

Program 2994-S beginning 5-1-18 & ending 4-30-19 with as many as 4 option years.									
TITLE: FOLDERS									
			(Contr #1 - E4) Pioneer Prtg. NY		(Contr #2 - G4) Precision Prtg. MO		Previous (Contr#3-14) Pioneer Prtg. UT		
ITEM NO	DESCRIPTION	BASIS OF	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>CATEGORY 1: USFS FOLDERS</b>									
<b>I. COMPLETE PRODUCT:</b>									
(a)	Presentation folders, prtq 1 color...per folder...								
(1)	Makeready &/or set up.....	1	115.00	115.00	200.00	200.00	115.00	115.00	
(2)	Running per 100 copies.....	5	86.00	430.00	86.00	430.00	86.00	430.00	
(b)	Award folders, w/gold foil stamping...per folder...								
(1)	Makeready &/or set up.....	4	72.00	288.00	120.00	480.00	72.00	288.00	
(2)	Running per 100 copies.....	20	59.00	1,180.00	70.00	1,400.00	59.00	1,180.00	
<b>II. ADDTL OPERATIONS:</b>									
(a)	Shrink-wrapping of folders...per wrap.....	40	0.27	10.80	0.20	8.00	0.27	10.80	
(b)	Add'l cost to split shipments (when order delivers to more than 1 destination per order)...per dest.....	2	6.00	12.00	20.00	40.00	6.00	12.00	
<b>CONTRACTOR TOTALS</b>					\$2,035.80		\$2,558.00		\$2,035.80
<b>DISCOUNT</b>				1.00%	\$20.36	5.00%	\$127.90	1.00%	\$20.36
<b>DISCOUNTED TOTALS</b>					\$2,015.44		\$2,430.10		\$2,015.44
<b>AWARD</b>									
<b>CATEGORY 2: DLA AWARD FOLDERS</b>									
<b>I. PRTG., PRODUCTION, DISTRIBUTION:</b>									
1. Prtg DLA award folders									
(a)	prtq one ink color on face side only...per folder								
(1)	Makeready &/or set up.....	12	102.00	1,224.00	150.00	1,800.00	112.00	1,344.00	
(2)	Running per 100 copies.....	72	16.00	1,152.00	16.00	1,152.00	16.00	1,152.00	
2. Stamping DLA award folders									
(a)	Gold foil stamping on face side only...per folder								
(1)	Makeready &/or set up.....	105	67.00	7,035.00	90.00	9,450.00	67.00	7,035.00	
(2)	Running per 100 copies.....	720	21.00	15,120.00	16.00	11,520.00	21.00	15,120.00	
<b>II. PAPER: price per 100 flat sheets</b>									
(a)	Group A.....	16	23.00	368.00	26.00	416.00	23.00	368.00	
(b)	Group B.....	485	37.00	17,945.00	39.00	18,915.00	37.00	17,945.00	
(c)	Group C.....	285	46.00	13,110.00	48.00	13,680.00	46.00	13,110.00	
(d)	Commercially-available pocket folder ( Oxford/Essete # 57575.....per 100 folders.....	8	64.00	512.00	94.00	752.00	64.00	512.00	
<b>III. ADDTL OPERATIONS:</b>									
(a)	Shrink wrap of folders...per wrap.....	200	0.27	54.00	0.20	40.00	0.27	54.00	
(b)	Creation of magnesium stamping die...per sq inch...	500	2.25	1,125.00	2.40	1,200.00	2.40	1,200.00	
(c)	Customer-authorized prepress work to create and/or re-work furnished prtq media...per hour....	15	32.00	480.00	40.00	600.00	32.00	480.00	
<b>IV. ACCELERATED DELIVERY:</b>									
Subtotal of Cat. 2 Items I, II, III					58,125.00		59,525.00		58,320.00
Approx. percentage of expedited orders				5%	2,906.25		2,976.25		2,916.00
Est. value of orders with regular schedule					55,218.75		56,548.75		55,404.00
(a)	Contractor's upcharge for expedited delivery of order within 5-7 workdays...per order.....		5%	145.31	10%	297.63	5%	145.80	
<b>CONTRACTOR TOTALS</b>					\$58,270.31		\$59,822.63		\$58,465.80
<b>DISCOUNT</b>				1.00%	\$582.70	5.00%	\$2,991.13	1.00%	\$584.66
<b>DISCOUNTED TOTALS</b>					\$57,687.61		\$56,831.50		\$57,881.14
<b>AWARD</b>									