

Program No. 0173-S Term Date of Award To September 30, 2018												
Title: Business Cards												
												Current Contractor
												Sheer Graphics Inc.
			Sheer Graphics Inc.		Taylor Corp		Werner Printing		Master Print		Sheer Graphics Inc.	
			Westmont, IL		North Mankato, MN		Sheer Graphics, IL		Newington, VA		Westmont, IL	
ITEM NO	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:											
(a)	Per Name face only.....											
(1)	Per Box of 250 Cards	100	\$47.60	\$4,760.00	\$19.10	\$1,910.00	\$29.50	\$2,950.00	\$50.67	\$5,067.00	\$19.50	\$1,950.00
(2)	Per Box of 500 Cards	6	\$58.80	\$352.80	\$24.05	\$144.30	\$34.50	\$207.00	\$52.67	\$316.02	\$24.25	\$145.50
	CONTRACTOR TOTALS			\$5,112.80		-----		-----		\$5,383.02		\$2,095.50
	DISCOUNT		0.25%	\$12.78	0%	-----	0%	-----	1%	\$0.00	0%	\$0.00
	DISCOUNTED TOTALS			\$5,100.02		-----		-----		\$5,383.02		\$2,095.50
				AWARDED								



OCTOBER 2, 2017

AMENDMENT NO. 1

RE: PROGRAM 173-S

SPECIFICATIONS AMENDED

Bid opening date is extended from October 2, 2017, to October 4, 2017.

On page 9, delete

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

	(1)	(2)
I. (a)	90	270

and insert

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

	(1)	(2)
I. (a)	100	6

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Printing Office -- Bid Section, -- Room C-161, Stop: PPSB, -- Washington, DC 20404-0001, M/F: Program number, bid opening time and date. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

BRIAN T. COLEMAN
Customer Services

Written by: po

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

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

Millennium Challenge Corporation (MCC)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2018, plus up to four (4) 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 11:00 a.m., prevailing Washington, DC time, on October 2, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, STOP: PPSB, 36 H Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

Abstracts of contract prices are available at <https://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature, call Mr. O’Neal at (202) 512-0310. (No collect calls.)

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. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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	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 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 the beginning of the contract to September 30, 2018 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 June 30, 2018 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.

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.

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 through September 30, 2018 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 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.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as on-line ordering, data capture, composition, printing, binding, packing, and distribution.

TITLE: Business Cards.

NUMBER/FREQUENCY OF ORDERS: Approximately 1 to 2 orders per month for up to 24 different names.

NOTE: Orders will be placed via the contractor's web-based on-line ordering system. (See "ON-LINE ORDERING.")

QUANTITY: 250 or 500 cards per individual name.

NUMBER OF PAGES: Face only.

TRIM SIZES: 3-1/2 x 2".

GOVERNMENT TO FURNISH: The contractor is to keep the furnished agency logo throughout the term of the contract. The logo will remain the same on every order. During the term of the contract, a different logo may be furnished to be used on all cards.

Electronic media will be furnished as follows –

Platform: . minimum Windows 7 or MacOS Sierra

Storage Media: CD-R (700 MB); FTP.

Files will be furnished in native application format.

Software:

Adobe InDesign CC; Adobe Illustrator CC; 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: All printer and screen fonts (Berling and Gotham) will be furnished).

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: All illustrations are scanned into electronic files.

A visual of all pages will be furnished.

GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

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 product(s) in accordance with these specifications.

The contractor must furnish a contractor-hosted FTP site for secure transmission of data between the Government and the contractor. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP site, which at a minimum, must have a unique user ID and password.

ON-LINE ORDERING: The contractor must provide an Internet-based on-line ordering system site with the following capabilities:

1. The contractor's web-site must contain an individual template for the business card as specified in this contract. There will be up to three (3) different layouts for the business cards.
2. The contractor's ordering system must provide a fillable form specifically designed to accept data and place an Order Request as a one-step process. The form will contain pre-populated, choice and fillable fields.
3. Placement of an Order Request must result in the immediate generation of an on-line proof that must be approved by requestor, and, may require the approval of requestor's supervisor.

NOTE: The actual order will not be "placed" until Electronic Confirmation is entered into the contractor's on-line ordering system by MCC's print administrator.

REPORTS: The contractor must generate and submit a monthly report to the agency. The report shall contain: the date orders were placed; names of persons placing the order; total number of orders placed; confirmation code; and billing information.

COMPOSITION: The contractor will be required to create business cards for each individual's pertinent information as submitted by on-line ordering.

There will be up to three (3) different layouts for the business cards.

The fonts for all text matter are Berling and Gotham.

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 Andrew Ladson at 202-521-7229.

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.

NOTE: *Contractor must remove extra space on orders for names without a middle initial.*

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.

PROOFS: Proofs will consist of an immediate on-line proof of the Order Request.

The contractor must not print prior to receipt of an "OK to Print" in the form of an on-line Electronic Confirmation entered into contractor's on-line ordering system.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Strathmore Writing Systems, Ultimate White Finish Wove, 25% cotton, basis weight: 88-lb.

PRINTING: Text matter and logo for the different layouts print in Pantone 281 Blue, Pantone 193 Red, and black.

MARGINS: Margins will be as indicated on the print order or furnished media.

BINDING: Trim four sides.

PACKING: Pack in suitable boxes in quantities of 250 or 500, as ordered. Affix a sample card to each box for identification. Shipping containers must be of sufficient strength as to insure against damage to the product during shipment and that the package will not open or split during shipment.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the 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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

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 the Millennium Challenge Corporation, 1099 14th Street, NW, Suite 700, Washington, DC 20005-3550.

Upon completion of each order, all furnished material, except for the agency logo(s), must be returned to the Millennium Challenge Corporation, Attn: Stephanie Murphy, 1099 14th Street, NW, Suite 700, Washington, DC 20005-3550.

Upon completion of the contract, the furnished agency logo(s) must be returned to the Millennium Challenge Corporation, Attn: Stephanie Murphy, 1099 14th Street, NW, Suite 700, Washington, DC 20005-3550.

All expenses incidental to returning materials, submitting proofs, and furnishing samples 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 an Electronic Confirmation for each electronic order.

Furnished material must be picked up from one of the two following addresses as specified:

Millennium Challenge Corporation, 1099 14th Street, NW, Suite 700, Washington, DC 20005-3550.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after issuance of a Confirmed Electronic Order; the workday after notification will be the first workday of the schedule.

Contractor must complete production and distribution within seven (7) workdays after receipt of a Confirmed Electronic Order.

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.

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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

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".

	(1)	(2)
I. (a)	90	270

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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) 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. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations (including processing of on-line orders, composition, generation of on-line proofs, generation of reports and card stock) necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Per Box</u> <u>of 250 Cards</u> (1)	<u>Per Box</u> <u>of 500 Cards</u> (2)
(a) Per Name (Face Only).....	\$ _____	\$ _____

(Initials)

My production facilities are located within the assumed area of productionyes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material....._____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor’s plant....._____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product_____
 - b. Number of hours from pickup of completed product to delivery at destination_____

INSTRUCTIONS FOR BID SUBMISSION: Fill out “SECTION 4. – SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)