

Program 1724-S
Specifications by: TB
Reviewed by: ER

U.S. GOVERNMENT PUBLISHING OFFICE
Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Labels

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

Federal Prison Industries (FPI) UNICOR

Single Award

TERM OF CONTRACT: The term of this contract is for the period Date of Award and ending April 30, 2022, 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 opened at 1:00 p.m., prevailing Dallas, Texas time, on May 4, 2021. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidsdallas@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 1:00 p.m. on the bid opening date specified above will not be considered for award.***

BIDDERS PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to the following: There are two new items that have been added that were not on the previous contract.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature, contact Tom Bacon at tbacon@gpo.gov or 214-767-0451 Ext.1.

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 (Rev. 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>.

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

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award to April 30, 2022**, 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 January 31, 2022, 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, 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.

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 April 30, 2022, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

ADDITIONAL EMAILED 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:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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

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

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

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

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

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

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

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

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of labels requiring such operations as printing, binding, packing, and distribution.

TITLE: Labels.

FREQUENCY OF ORDERS: The frequency and quantities are given for each item below.

MULTIPLE ORDERS MAY BE PLACED ON THE SAME DAY

NOTE: When orders are placed, items will be identified only by the National Stock Number (NSN). Read each separate item carefully as the description varies from item to item. No substitutions are allowed for stock or backing sheets specified.

NSN: 7540-01-207-5536: Form title – SF 706. Approximately 1 order per year. Approximately 15,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-1/8 x 1-1/4". Label prints face only in Pantone 165C orange ink (type reverses out to appear white). Background orange bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

NSN: 7540-01-207-5537: Form title – SF 707. Approximately 3 orders per year. Approximately 240,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-1/8 x 1-1/4". Label prints face only in Pantone 186C red ink (type reverses out to appear white). Background red bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

NSN: 7540-01-207-5538: Form title – SF 708. Approximately 5 orders per year. Approximately 100,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-1/8 x 1-1/4". Label prints face only in Pantone 286C blue ink (type reverses out to appear white). Background blue bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-

wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as “80 PD”.

NSN: 7540-01-207-5539: Form title – SF 710. Approximately 2 orders per year. Approximately 330,000 sheets of labels per year. Labels print in units of eight to a sheet. Sheet size is 5-1/4 x 4-1/4”. Label size is 1-11/16 x 1-3/16”. Label prints face only in Pantone 356C green ink (type reverses out to appear white). Background green bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4” side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as “80 PD”.

NSN: 7540-01-207-5540: Form title – SF 709. Approximately 2 orders per year. Approximately 30,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4”. Label size is 2-1/8 x 1-1/4”. Label prints face only in Pantone 264C lavender ink (type reverses out and prints in black). Background lavender bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4” side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as “80 PD”.

NSN: 7540-01-207-5541: Form title – SF 711. Approximately 1 order per year. Approximately 7,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4”. Label size is 2-9/16 x 1-3/8”. Label prints face only in black ink. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4” side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as “80 PD”.

NSN: 7540-01-267-1158: Form title – SF 712. Approximately 1 order per year. Approximately 100,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4”. Label size is 2-1/2 x 1-3/8”. Label prints face only in Pantone 101C yellow ink (type reverses out and prints in black). Background yellow bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish

permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

NSN: 7540-01-679-3318: Form title – SF 902. Approximately 5 orders per year. Approximately 160,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-1/8 x 1-1/4". Label prints face only in Pantone 2607C Purple ink (type reverses out and prints in black). Background purple bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

NSN: 7540-01-679-3319: Form title – SF 903. Approximately 4 orders per year. Approximately 40,000 sheets of labels per year. Labels print in units of ten to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-1/8 x 5/8". Label prints face only in Pantone 2607C Purple ink (type reverses out and prints in black). Background purple bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

QUANTITY VARIATION ALLOWED: Plus/minus none. Quantities must be exact.

GOVERNMENT TO FURNISH: A PDF file for each label will be provided to the contractor at the start of the contract. During the contract period, some of the labels may be revised. If this occurs, the Department will provide a new one up PDF file. The contractor will be responsible for creating the artwork for the multiple up sheets.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc, except GPO imprint, form number, and revision date, carried on copy or film 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 order agency as specified on the print order.

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.

PROOFS: The contractor will be required to send one material (Stock) sample and one digital color content proof for the first order of each item. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

One material sample and one content proof is to be sent to the following address:

UNICOR
1100 River Road
Hopewell, VA 23860
Attn: Lee Walker (804-733-7881 ext. 4211)

STOCK/PAPER: Specifications for all stock are identified in the item descriptions listed above.

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

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

PRINTING: Print in one or two ink colors (see item descriptions). Contractor must match the Pantone number as specified for individual items as identified by the NSN.

MARGINS: Eight labels bleed all edges; one label has adequate gripper margins (see item descriptions).

PACKING: Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped pads shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD". Dependent upon the size of the order, pallets are required. The pack shall be in compliance with latest revision of Industry Standard ASTM D3951. Application for copies of ASTM standards should be addressed to ASTM, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959 (www.astm.org).

Containers must be packed solidly (top and sides) to prevent shifting while in transit. In the event the material does not fit snugly on the top or sides, open-cell pads or thicknesses of corrugated board must be added

Packing List: Each shipment shall contain a packing list showing the following data:

1. Name and address of consignor,
2. Name and address of consignee,
3. Requisition and GPO jacket numbers,
4. Bill of lading number if any,
5. Description of the material shipped, including:
 - a. Publication number (NSN) and title, if applicable, and date,
 - b. Quantity per container and total quantity,
 - c. Total number of containers
 - d. Total number of pallets.

Each packing list must be sealed in a waterproof envelope secured to the outside of the container on the upper left front of the pallet.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

Inner Package and/or Container Label:

Contractor must reproduce inner package label from furnished repro. Contractor must affix a completed label on each inner package. All inner packages must be labeled, not marked, with label entries in bold characters at least 10 mm (3/8") high.

Quantities on all labels must be expressed using GSA specified units of issue abbreviations such as HD (hundreds), SE (sets), etc. Stock No. and Control No. must appear on all labels.

Bar Code Markings: The stock number must be bar coded on all inner packages and shipping container labels. All bar code marking must be in accordance with Federal Standard Number 123 (see attached). NOTE: CONTRACTOR TO CREATE THE BAR CODE FOR THE NSN NUMBER. Bar code is Code 39.

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

In addition to the regular markings, include the Form No., Revision Date, Stock No. and Quantity on all labels exactly as specified.

NOTE: The warranty period for these orders is extended from 120 days to one calendar year.

DISTRIBUTION: Deliver f.o.b. destination to the address below:

UNICOR
1100 River Road
Hopewell, VA 23860
Attn: Lee Walker (804-733-7881 ext. 4211)

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).

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

- (a) Approximately 10% of the orders must be completed and delivered within 10 calendar days.
- (b) Approximately 50% of the orders must be completed and delivered within 11 to 20 calendar days.
- (c) Approximately 40% of the orders must be completed and delivered within 21 to 30 calendar days.

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.

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 orders for 12 months 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 during a like period of time.

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

- I. (a) 15
- (b) 240
- (c) 100
- (d) 330
- (e) 30
- (f) 7
- (g) 100
- (h) 160
- (i) 40

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 non-responsive.

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 will be declared non-responsive.

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.

Fractional parts of 1000 will be prorated at the per 1000 rate.

Each item will be identified by the NSN:

I. COMPLETE PRODUCT:

- (a) NSN: 7540-01-207-5536.....per 1,000 sheets of labels.....\$ _____
- (b) NSN: 7540-01-207-5537.....per 1,000 sheets of labels.....\$ _____
- (c) NSN: 7540-01-207-5538.....per 1,000 sheets of labels.....\$ _____
- (d) NSN: 7540-01-207-5539.....per 1,000 sheets of labels.....\$ _____
- (e) NSN: 7540-01-207-5540.....per 1,000 sheets of labels.....\$ _____
- (f) NSN: 7540-01-207-5541.....per 1,000 sheets of labels.....\$ _____
- (g) NSN: 7540-01-267-1158.....per 1,000 sheets of labels..... \$ _____
- (h) NSN: 7540-01-679-3318.....per 1,000 sheets of labels..... \$ _____
- (i) NSN: 7540-01-679-3319.....per 1,000 sheets of labels..... \$ _____

(Initials)

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

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

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

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated 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.

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.* **Due to the Pandemic, there are no public bid openings. While the GPO physical offices are closed and we are teleworking, we are only accepting emailed bids.**

Initials

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
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Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

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