

Program No 1975-S Term 10/1/2022 To 9/30/2023 (up to 4 option years)				
TITLE: Quick Schedule Short Run Copying and Visual Displays in Richland, WA				
				(Contr #1 - E4)
				Pacific Office Automation
				Kennewick, WA
ITEM NC	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST
I.	COPYING, BINDING, PACKING AND DISTRIBUTION:			
	NORMAL DELIVERY SCHEDULE:			
(a)	Color Copying: (Includes the cost of loose-leaf binding, per 100 pages.....)			
(1)	Format A.....	14,000	12.00	168,000.00
(2)	Format B.....	104	24.00	2,496.00
(b)	Black Copying:			
1)	Includes the cost of loose-leaf binding, per 100 copies....			
(1)	Format A.....	21,000	2.00	42,000.00
(2)	Format B.....	156	4.00	624.00
2)	Tab dividers in black (Includes the cost of stock and collating into text, per 100 tab dividers.....)			
(1)	Format A.....	22	30.00	660.00
	VISUAL DISPLAY IMAGING AND FINISHING:			
(c)	Over-head transparency in color or a single color. Cost includes imaging and stock. Cost per 8-1/2 x 11" transparency.....	96	2.00	192.00
(d)	White semi-gloss photo print stock. Cost includes full color imaging. Cost per square foot.....	840	9.00	7,560.00
(e)	White heavy coated photo print. Cost includes full color imaging. Cost per square foot.....	8,400	8.00	67,200.00
(f)	Clear Polycarbonate resin thermoplastic or equal. Cost includes full color imaging. Cost per square foot....	168	13.00	2,184.00
(g)	Opaque white polycarbonate resin thermoplastic backing material. Cost includes laminating backer to the imaged polycarbonate resin thermoplastic. Cost per square foot.....	672	13.00	8,736.00
(h)	"C" shaped plastic framing with mitered corners. Cost includes installation. Cost per linear inch.....	1,151	1.00	1,151.00
(i)	Suitable metal display hangers. Includes installation. Cost per hanger.....	44	10.00	440.00
(j)	Velcro 1/2" wide strips with permanent pressure sensitive backing and a suitable liner. Price includes both hook and loop strips and installation. Cost per linear inch.....	339	0.40	135.60
(k)	Velcro 3/4" dots with permanent pressure sensitive backing and a suitable liner. Price includes both hook and loop dots and installation. Cost per dot.....	51	0.40	20.40
(l)	Roll mounting film with a suitable release liner. Price will include installation. Cost per square foot.....	595	5.00	2,975.00
II.	PAPER: Per 100 leaves			
	Format A up to and including 8-1/2 x 11"			
	Format B over 8-1/2 x 11" and up to & including 11 x 17"			
(a)	White Writing (20 lbs.)			
(1)	Format A.....	1,750	1.25	2,187.50
(2)	Format B.....	11	2.50	27.50
(b)	White Laser (24 lbs.)			
(1)	Format A.....	7,001	2.00	14,002.00
(2)	Format B.....	23	4.00	92.00
(c)	White Laser (28 lbs.)			
(1)	Format A.....	876	2.50	2,190.00
(2)	Format B.....	25	5.00	125.00

(d)	Colored Writing (20 lbs.)			
(1)	Format A.....	1,225	2.00	2,450.00
(2)	Format B.....	7	4.00	28.00
(e)	White Index (110 lbs.)			
(1)	Format A.....	3,326	5.00	16,630.00
(2)	Format B.....	23	8.00	184.00
(f)	Colored Index (110 lbs.)			
(1)	Format A.....	1,225	6.00	7,350.00
(2)	Format B.....	18	9.00	162.00
(g)	White #1 Gloss Coated Cover (80 lbs.)			
(1)	Format A.....	525	7.00	3,675.00
(2)	Format B.....	23	12.00	276.00
(h)	Clear plastic Cover (0.010" to 0.015")			
(1)	Format A.....	525	50.00	26,250.00
(i)	White and colored CF and CB carbonless transfer stock (20 lbs.)			
(1)	Format A.....	525	12.00	6,300.00
(j)	White and colored CFB carbonless transfer stock (20 lbs.)			
(1)	Format A.....	525	12.00	6,300.00
III. ADDITIONAL OPERATIONS:				
(a)	Collating pages, fold-ins, dividers and/or cover, per 100 leaves.....	7,455	N/C	
(b)	Drilling up to 3 holes, per 100 leaves.....	9,282	1.00	9,282.00
(c)	Binding with 2 or 3 metallic screw-posts. The cost includes the cost of the screw-posts, per 100 books.....	7	300.00	2,100.00
(d)	Punch and bind with suitable plastic combs, per 100 books.....	34	200.00	6,800.00
(e)	Punch and bind with suitable plastic coils, per 100 books.....	55	200.00	11,000.00
(f)	Band with suitable rubber band, per 100 books.....	103	25.00	2,575.00
(g)	Black tape, heat binding plus the cost of binding materials, per 100 books.....	182	150.00	27,300.00
(h)	Fold with one or two folds, per 100 leaves.....	159	5.00	795.00
(i)	Computer time work on electronic camera copy corrections, per hour.....	150	20.00	3,000.00
(j)	Inserting text into the rings and inserting covers into outside pockets of 3-ring binders, per 100 binders.....	13	50.00	650.00
(k)	Saddle stitch, collate, stitch and trim three sides per 100 books.....	34	50.00	1,700.00
(l)	Mounting on 3/16" Gator Board with square or rounded corners, per square foot.....	266	8.00	2,128.00
(m)	Mounting on 3/16" Foam Core with square or rounded corners, per square foot.....	329	6.00	1,974.00
(n)	Apply mail tabs to printed pieces intended to be mailed through the U.S. Postal Service. Cost per tab.....	2,340	0.25	585.00
(o)	Sequential numbering and crash numbering in red or black ink:			
1)	Makeready.....	5	5.00	25.00
2)	Run per 100 numbers.....	7	5.00	35.00
(p)	Special handling to include but not limited to: custom displays installation and removal, stuffing and sorting for mailing, odd size trimming, and litigation preparation. Cost per hour.....	50	35.00	1,750.00
(q)	Laminating with 3 mil (.003") thick matte or 5 mil (.005") thick gloss clear lamination, per square foot, per side.....	714	3.50	2,499.00
(r)	Dry erase laminating with 3 mil (.003") thick or 5 mil (.005") thick clear lamination, per square foot, per side....	126	5.00	630.00
(s)	3-Ring Binders with clear plastic sleeves on front, spine and back covers. Binder must have inside left and right pockets. Binder must be white or black in color.			
1)	Cost per 1" binder.....	800	3.50	2,800.00
2)	Cost per 2" binder.....	400	5.00	2,000.00
3)	Cost per 3" binder.....	100	7.00	700.00
IV. PREMIUM PAYMENT:				
	Percentage upcharge charged for orders requiring 4 to 24 hours (less than one day) after notification of availability of Gov't furnished Materials for pickup by the contractor (This charge includes orders requiring less than 24 hours and/or evenings, and weekend			

deliveries.).....%				
CONTRACTOR TOTALS				\$472,931.00
DISCOUNT				
DISCOUNTED TOTALS				\$472,931.00
				Awarded

U.S. GOVERNMENT PUBLISHING OFFICE
San Francisco, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Quick Schedule Short Run Copying and Visual Displays in Richland, WA

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

Hanford Mission Integration Solutions

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **October 1, 2022** and ending **September 30, 2023**, 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 **11:00 AM**, prevailing Pacific Standard Time (PST), on **September 23, 2022** at the U.S. Government Publishing Office, San Francisco Regional Office. Due to COVID-19, this will NOT be a public bid opening.

BID SUBMISSION: Bidders MUST submit email bids to bidssanfran@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The 1975-S program number and bid opening date must be specified in the subject line of the emailed bid submission. **Bids received after 11:00AM PST on the bid opening date specified above will not be considered for award.**

BIDDERS, PLEASE NOTE: This program was formerly Program 1065-S. These specifications have been **significantly** revised; therefore, all bidders are cautioned to familiarize themselves with all portions of these specifications before bidding.

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

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 25-mile radius of Richland, Washington. 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.

For information of a technical nature *before* award, email Jennifer Yarbrough at jyarbrough@gpo.gov.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

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

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

SUBCONTRACTING: The predominant production function is copying/duplicating/printing of large format visual displays/laminating.

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

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level IV
- (b) Finishing (item related) Attributes – Level IV

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 and/or Digital Files
P-8. Halftone Match (Single and Double Impression)	Camera Copy and/or Digital Files
P-9. Solid and Screen Tint Color Match	Furnished Samples
P-10. Process Color Match	Government Furnished Material

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- b) Address information, such as street address or personal email address; and,
- c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY: When an agency indicates that a job requires security, the contractor must follow security requirements as indicated by the agency at no additional cost to the government.

Security includes but is not limited to security training from the agency for contractor's employees who will be handling security jobs. The contractor's delivery couriers must undergo background check and security training provided by the agency.

When required by the agency the contractor will be required to use a shredder provided by the agency. The contractor will be required to store the agency provided shredder in their facility.

When required, the contractor must sign the agency security statement to concede agreement to security requirements.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract. The plan shall contain at a minimum:

1. How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

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

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 **October 1, 2022** through **September 30, 2023** and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **June 30, 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 TEST: The contractor being considered for award shall be required to complete the following preaward test, unless waived by the Contracting Officer. The Government may waive the requirement for a preaward test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

1. The prospective contractor who is in line for award must pick up and produce a representative order (not to exceed 100 pages) as described in "Section 2, Specifications".
2. The preaward test must be performed at the same facilities and on the same equipment that will be used to produce jobs required for this contract.
3. This test must be delivered to the agency before the close of business on the 7th workday beginning the day after the furnished test material is made available.
4. Disapproval of Preaward Test: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.
5. Approval of Preaward Test: Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor nonresponsible.

No charges will be allowed for costs incurred in the performance of the preaward test.

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 pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Benicia, CA, immediately after award. At the option of the Government, the post-award conference may be held via teleconference.

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 **October 1, 2022 through September 30, 2023**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

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

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

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

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

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

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

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

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. Instructions for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

Contractors are expected to submit invoices within 30 days of job shipping/delivery.

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

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 75MB may 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

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 effected 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 quick schedule copying and visual displays requiring such operations as digital copying, binding, framing, mounting, laminating, providing and installing display mounting hardware, packing, and delivery.

TITLE: Quick Schedule Short Run Copying and Visual Displays

FREQUENCY OF ORDERS: Approximately 604 orders per year consisting of: 396 orders of “Format A”; 80 orders of “Format B”; 8 transparency orders; 10 orders on white semi-gloss photo stock; 100 orders on white heavy coated photo stock, and 10 orders polycarbonate resin thermoplastic.

Note: Approximately 72 orders of “Format A” will require tab dividers. An average of 15-tab dividers per set, with approximately 30 sets per order. Tab dividers are 1/2” with rounded corners, will be from 1/10th cut to 1/3rd cut, and drilled (if required). Mylar reinforcement of tabs is not required. All tab dividers will be produced on White Index, 110 lbs.

QUANTITY:

--Format A: Approximately 100 to 2,000 copies per order with an average of 130 copies per order.

--Format B: Approximately 50 to 100 copies per order with an average of 65 copies per order.

*Note: The contractor must notify the GPO immediately upon receipt of any print order submitted for Format a or Format B with a reproduction quantity greater outside of this range. The contractor may not proceed with production of any print order with a reproduction quantity outside of this range without expressed consent of the GPO.

--Transparency orders: Approximately 12 copies per order.

--Photo Stock and Resin Thermoplastic orders: Approximately 12 copies per order with an average of 7 square feet per copy.

NUMBER OF PAGES:

--Format A: Approximately 68 pages per order.

--Format B: Approximately 5 pages per order.

Note: Some order will have a mix of both “Format A” and “Format B”.

PREMIUM ORDERS: Of the above orders, approximately 5% will be ordered under the “Premium Payment Schedule”.

TRIM SIZES:

Format A: up to and including 8-1/2 x 11”

Format B: over 8-1/2 x 11” up to and including 11 x 17”

Transparency: 8-1/2 x 11”

Tab dividers: 9 X 11” includes 1/2” tab.

GOVERNMENT TO FURNISH: Camera or reproducible copy consisting of text and/or line art.

Electronic files will be available to download via Hanford.transfer.gov. Contractor must create account to access files. Instructions will be provided at time of award.

Electronic files will mostly be furnished in PDF format. Other possible formats include: Adobe Photo Shop, InDesign, and Illustrator; and Microsoft Office suite of products (Word, Excel, PowerPoint). Software will be in a variety of versions. Printer fonts will be provided as necessary. The contractor must have the current software version and up-grade as they become available.

Collation sheets.

GPO Form 905 for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film, must not print on finished product.

WARNING: All media provided by the Government, and duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Government furnished material is not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be destroyed by the contractor.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish,” necessary to produce the products in accordance with these specifications.

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 agency.

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 specified quality level.

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.

COPYING: Copying equipment must be digital in nature and maintain fidelity with a minimum of 1200 x 1200 DPI for grayscale and all color images. Clear, sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. Both color and grayscale copying equipment must be capable of duplex copying while maintaining no visible distortion from the government furnished original(s).

Approximately 40% are printed in color, and 60% are printed in grayscale or black.

Tab dividers will require copying one side only in black.

Color and grayscale enlargements mounted on suitable Foam Core or Gator Board to be used as displays. Displays may be as large as 72 x 180”. For oversize orders one splice is acceptable. Mounted images may require laminating up to 60” wide with either 3 mil (.003”) thick matte or 5 mil (.005”) thick gloss clear

lamination. Splicing the laminate is not acceptable. Some laminating orders will require dry erase lamination.

There is no imaging on the 0.010 to 0.015" thick clear plastic sheeting, it will be used as front and back covers, when required.

STOCK/PAPER: 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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP. The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color specified.

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

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White High Quality Xerographic Copier, Laser Printer, basis weight: 24 lbs. and 28 lbs. per 500 sheets, Basis Size 17 X 22", equal to JCP Code O61.

Colored Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White or Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White No. 1 Coated Cover, Gloss Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

Clear plastic sheeting, approximately 0.010" to 0.015" thick.

Color and/or black only over-head transparency material with a heat stable, clear polyester base, approximately .004" thick.

White semi-gloss photo print quality paper; approximately 0.008" to 0.009" thick, equal to "Ilford Omnijet Photo Satin".

White heavy coated photo print quality paper; 42 lbs. (approximately 0.006" thick), equal to "Ilford Superior Bond".

Clear polycarbonate resin thermoplastic or equal; approximately 0.010" to 0.013" thick, equal to "Lexjet Clear".

Opaque white polycarbonate resin thermoplastic backing material; approximately 0.010" thick, equal to "Lexjet Coex PreLume Opaque White Backer".

White and Colored Carbonless Bond, CF, CB, CFB, basis weight: 20 lbs. 500 sheets, basis size 17 x 22", equal to JCP Code O80.

COMPUTER TIME WORK: Will consist of minor repairs and/or corrections required by the ordering agency on electronic camera copy. Time work will be rounded up to closest 15-minute increments.

*Note: The contractor must notify the agency and GPO prior to performing "Computer Time Work" and furnished an estimate of the time required for repairs and/or corrections. The contractor may not proceed with production of any print order requiring "Computer Time Work" without expressed consent and approval of the estimated time by the agency GPO.

SPECIAL HANDLING: Consists of custom display installation and removal, stuffing and sorting for mailing, odd size trimming, and litigation preparation. Time work will be rounded up to closest 15-minute increments.

*Note: The contractor must notify the agency and GPO prior to performing "Special Handling" and furnished an estimate of the time required for any "special Handling" procedures. The contractor may not proceed with production of any print order requiring "Special Handling" without expressed consent and approval of the estimated time by the agency GPO.

When the special handling line item is used by the ordering agency, the agency must sign off on the contractor's invoice used to invoice GPO.

PROOFS: None required.

MARGINS: Adequate gripper margins.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

--Loose-leaf: Gather and trim four sides; stitch with one stitch in the upper left corner or two side stitches.

--Approximately 210 orders of drilling up to 3 holes; 1/4" or 5/16" diameter holes. Some holes are 4-1/4" center to center, centered on the 11" dimension, center of holes must be a suitable distance from the binding-edge. Follow print order for location of holes.

--Approximately 98 orders of folding with folio number visible after folding, unless specified otherwise. Follow print order for folding instructions.

--Approximately 113 orders of collating materials which could include front and back covers, tab dividers, colored pages and fold-ins.

--Approximately 10 orders of inserting text into 3-ring binders, and insert the front, back and spine covers into the outside cover pockets of the binders.

--Approximately 140 orders of black hot tape binding.

--Approximately 5 orders of binding with 2 or 3 non-rust, metallic screw posts of suitable capacity.

--Approximately 26 orders of collating, punching and binding with suitable black plastic combs.

--Approximately 42 orders of collating, punching and binding with suitable black plastic spirals.

--Approximately 79 orders require each book to be rubber banded when indicated on the print order.

--Approximately 26 orders of saddle stitching; collate, stitch in two places and trim three sides.

--Approximately 12 orders with closure tabs for mailing. Tabbing must meet current U. S. Postal Services standards for mailing.

--Approximately 5 orders of sequential numbering (crash numbering is acceptable) 3/16" to 1/4" high in red or black ink.

--Carbonless forms: Forms printed on carbonless paper must be printed on the proper side of the paper to ensure that written or typed images transfer to each part of a multiple part set in a manner in which the form is intended. Forms must be bound with fan apart or equal adhesive strong enough to hold the individual parts of a set together during fill-in and normal handling, but which allows ready separation of the parts without damage to individual parts. Adhesive binding must be included in the cost.

VISUAL DISPLAY IMAGING AND FINISHING: Approximately 38 orders will require mounting on Gator Board, 47 orders will require mounting on Foam Core, and 120 orders will require laminating. Approximately 15% of laminating orders will require dry erase lamination. All mounting and laminating orders are based on an average of 7 square feet per order.

*Note: Mounted images may require laminating up to 60" wide with either 3 mil (.003") thick matte or 5 mil (.005") thick gloss clear lamination. Splicing the laminate is not acceptable

Framing: Suitable "C" shaped plastic edge trim in various colors. Prints mounted on 3/16" foam core or Gator Board may require framing with mitered corners.

Mounting film: Suitable pressure sensitive adhesive backed, roll mounted film with release liner. Prints mounted on foam core or gator board may require mounting film for displays. Posters and/or displays requiring revisions may require being produced with a mounting film backing.

Mounting: Mounting will be on Foam Core or Gator Board. Some orders may require mounting as large 5 x 10" feet on Gator Board.

Display hangers: Metal suitable display hangers with permanent pressure sensitive adhesive backing. Hangers must adhere to various surfaces and suitable for hanging various size displays.

Velcro or equal: Velcro or equal 1/2" wide strips and/or 3/4" diameter dots with permanent pressure sensitive adhesive backing on a suitable liner.

Polycarbonate resin thermoplastic: Polycarbonate resin thermoplastic will normally be reversed imaged in full color and a white opaque backer applied. The backer must be equal to Coex PreLume Opaque White Backer.

DISTRIBUTION: All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised June 2001.

F.O.B. Destination. All Shipments must be made via traceable means.

Department of Energy
2355 Stevens Drive
Richland, WA 99352

Or other destinations in the Richland, WA, area.

Note: No deliveries after 3:00 p.m., prevailing Richland, WA, time.

LABELING AND MARKING: Use GPO Form 905 to mark all shipping containers.

PACKING: Slip sheet with colored stock when indicated on the print order.

Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed.

All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies 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).

Government furnished material must be picked up from and delivered (f.o.b. destination) at the ordering Department--see address under "Distribution". On some orders, the agency may deliver camera copy and pick-up the finished product; when indicated on the Print Order.

No definite schedule for pickup of material can be predetermined; however, it is anticipated that the following estimates will apply to the overall contract period.

--Delivery must be made from "same day" to 48 hours of the availability of the Government furnished materials. Most orders will require a 48-hour delivery, while approximately 5% of all orders will require "premium payment" scheduling.

PREMIUM PAYMENT SCHEDULE: Will include all orders requiring 4 hours or less, evenings, and weekend deliveries.

The ship/deliver date indicated on the print order is the date products ordered 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 each 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.

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 12 months' work 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 the term of this contract.

Premium Payment: The percentage uprate submitted by the bidder under Item IV shall first be applied to 5% of the subtotal of costs obtained from Items I,II, and III. The product of this application shall then be added to the subtotals of Items I, II and III to determine each bidder's total contract price.

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

I.	a)	(1)	14,000	(2)	104			
	b)	1)	21,000		156			
		2)	22		XX			
	c)		96					
	d)		840					
	e)		8,400					
	f)		168					
	g)		672					
	h)		1,151					
	i)		44					
	j)		339					
	k)		51					
	l)		595					
	II.	a)	(1)	1,750	(2)		11	
b)			7,001		23			
c)			876		25			
d)			1,225		7			
e)			3,326		23			
f)			1,225		18			
g)			525		23			
h)			525					
i)			525					
j)			525					
III.		a)				7,455		
		b)				9,282		
		c)				7		
		d)				34		
	e)				55			
	f)				103			
	g)				182			
	h)				159			
	i)				150			
	j)				13			
	k)				34			
	l)				266			
	m)				329			
	n)				2,340			
o)	1)				5			
	2)				7			
p)				50				
q)				714				
r)				126				
s)	1)				800			
	2)				400			
	3)				100			
IV.					See explanation above for premium payment delivery.			

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. Bids for each item listed in its respective format group, as defined in Section 2.- Specifications, must include the cost of all required materials and operations 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), N/A or blank spaces for an item may 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 vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

Fractional parts of one square foot will round up to the next whole square foot.

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

I. COPYING, BINDING, PACKING AND DISTRIBUTION: Price offered shall include the cost of all required materials and operations necessary for the complete copying, binding, framing, mounting, laminating, installing display hardware, and distribution of the products listed in accordance with these specifications.

NORMAL DELIVERY SCHEDULE:

		Format A (1)	Format B (2)
(a) Color Copying:			
	Includes the cost of loose-leaf binding, per 100 pages.	\$ _____	\$ _____
(b) Black Copying:			
	1) Includes the cost of loose-leaf binding, per 100 copies.	\$ _____	\$ _____
	2) Tab dividers in black. Includes the cost of stock and collating into text, per 100 tab dividers.	\$ _____	

(Initials)

VISUAL DISPLAY IMAGING AND FINISHING:

- (c) Over-head transparency in color or a single color. Cost includes imaging and stock. Cost per 8-1/2 x 11" transparency. \$ _____
- (d) White semi-gloss photo print stock. Cost includes full color imaging. Cost per square foot. \$ _____
- (e) White heavy coated photo print. Cost includes full color imaging. Cost per square foot. \$ _____
- (f) Clear Polycarbonate resin thermoplastic or equal. Cost includes full color imaging. Cost per square foot. \$ _____
- (g) Opaque white polycarbonate resin thermoplastic backing material. Cost includes laminating backer to the imaged polycarbonate resin thermoplastic. Cost per square foot. \$ _____
- (h) "C" shaped plastic framing with mitered corners. Cost includes installation. Cost per linear inch. \$ _____
- (i) Suitable metal display hangers. Includes installation. Cost per hanger. \$ _____
- (j) Velcro 1/2" wide strips with permanent pressure sensitive backing and a suitable liner. Price includes both hook and loop strips and installation. Cost per linear inch. \$ _____
- (k) Velcro 3/4" dots with permanent pressure sensitive backing and a suitable liner. Price includes both hook and loop dots and installation. Cost per dot..... \$ _____
- (l) Roll mounting film with a suitable release liner. Price will include installation. Cost per square foot..... \$ _____

(Initials)

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Format A up to and including 8-1/2 x 11"

Format B over 8-1/2 x 11" and up to and including 11 x 17"

	Format A (1)	Format B (2)
	<u>Per 100 leaves</u>	
(a) White Writing (20 lbs.)	\$ _____	\$ _____
(b) White Laser (24 lbs.)	\$ _____	\$ _____
(c) White Laser (28 lbs.)	\$ _____	\$ _____
(d) Colored Writing (20 lbs.)	\$ _____	\$ _____
(e) White Index (110 lbs.)	\$ _____	\$ _____
(f) Colored Index (110 lbs.)	\$ _____	\$ _____
(g) White #1 Gloss Coated Cover (80 lbs.)	\$ _____	\$ _____
(h) Clear plastic Cover (0.010" to 0.015")	\$ _____	
(i) White and colored CF and CB carbonless transfer stock (20 lbs.)	\$ _____	
(j) White and colored CFB carbonless transfer stock (20 lbs)	\$ _____	

III. ADDITIONAL OPERATIONS: The following are charges that are in addition to Item I. These charges will only be allowed when specified on the print order.

- (a) Collating pages, fold-ins, dividers and/or covers, per 100 leaves..... \$ _____
- (b) Drilling up 3 holes, per 100 leaves..... \$ _____
- (c) Binding with 2 or 3 metallic screw-posts. The cost includes the cost of the screw-posts, per 100 books..... \$ _____
- (d) Punch and bind with suitable plastic combs, per 100 books..... \$ _____
- (e) Punch and bind with suitable plastic coils, per 100 books..... \$ _____
- (f) Band with suitable rubber band, per 100 books..... \$ _____
- (g) Black tape, heat binding plus the cost of binding materials, per 100 books..... \$ _____

(Initials)

- (h) Fold with one or two folds, per 100 leaves. \$ _____
- (i) Computer time work on electronic camera copy corrections, per hour..... \$ _____
- (j) Inserting text into the rings and inserting covers. into outside pockets of 3-ring binders, per 100 binders. \$ _____
- (k) Saddle stitch, collate, stitch and trim three sides per 100 books. \$ _____
- (l) Mounting on 3/16" Gator Board with square or rounded corners, per square foot..... \$ _____
- (m) Mounting on 3/16" Foam Core with square or rounded corners, per square foot..... \$ _____
- (n) Apply mail tabs to printed pieces intended to be mailed through the U.S. Postal Service. Cost per tab. \$ _____
- (o) Sequential numbering and crash numbering in red or black ink.
 - 1) Makeready \$ _____
 - 2) Run per 100 numbers \$ _____
- (p) Special handling to include but not limited to: custom displays installation and removal, stuffing and sorting for mailing, odd size trimming, and litigation preparation. Cost per hour \$ _____
- (q) Laminating with 3 mil (.003") thick matte or 5 mil (.005") thick gloss clear lamination, per square foot, per side. \$ _____
- (r) Dry erase laminating with 3 mil (.003") thick or 5 mil (.005") thick clear lamination, per square foot, per side. \$ _____
- (s) 3-Ring Binders with clear plastic sleeves on front, spine and back covers. Binder must have inside left and right pockets. Binder must be white or black in color.
 - 1) Cost per 1" binder..... \$ _____
 - 2) Cost per 2" binder..... \$ _____
 - 3) Cost per 3" binder..... \$ _____

II. PREMIUM PAYMENT:

Percentage upcharge charged for orders requiring 4 to 24 hours (less than one day) after notification of availability of Gov't furnished Materials for pickup by the contractor (This charge includes orders requiring less than 24 hours and/or evenings, and weekend deliveries.) % _____

(Initials)

My production facilities are located within the assumed area of production. _____yes _____no

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

Proposed carrier(s) for pickup of Government furnished material _____

Number of hours from acceptance of print order to pickup of Government furnished material _____

Number of hours from pickup of Government furnished material to delivery at contractor's plant _____

Proposed carrier(s) for delivery of completed product _____

Number of hours from notification to carrier to pickup of the completed product _____

Number of hours from pickup of completed product to delivery at destination _____

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 undersign agree, if this bid is accepted with _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

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

BIDDER 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 completed copy of all applicable pages (pg. 8) that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including 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.

Firm _____ GPO Contractor's Code _____

(Street Address)

(City – State – Zip Code)

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

(Printed Name) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

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