

Program No 1976-S Term 01/01/2023 To 12/31/2023 (up to 4 option years)**TITLE: Business Cards - Richland**

				(Contr #1 - E4)		(Contr #2 - G4)	
		Pacific Office Automation					
ITEM NC	DESCRIPTION	BASIS OF	AWARD	UNIT RATE	COST	UNIT RATE	COST
I. COMPLETE PRODUCT:							
(a) Printing in a single ink color, per side & per name.							
(1) Makeready and/or Setup.....		46	N/C				
(2) Running Per 100 Copies.....		68		12.00	816.00		
(b) Printing in an additional ink color, per side and an per name.							
(1) Makeready and/or Setup.....		10	N/C				
(2) Running Per 100 Copies.....		15		12.00	180.00		
(c) Printing in four color process, per side & per name.							
(1) Makeready and/or Setup.....		146	N/C				
(2) Running Per 100 Copies.....		205		12.00	2,460.00		
II. STOCK/PAPER: Per 100 Cards							
(a) White Index, 140 lbs.....		105		7.00	735.00		
(b) White Smooth Finish Cover, 130 lbs.....		105		7.00	735.00		
III. ADDITIONAL OPERATIONS:							
(c) Computer Time Work outside the scope of the contract. Cost per hour. Prior to work, the contractor will be required To inform the agency of the approximate time required.....		10		35.00	350.00		
CONTRACTOR TOTALS					\$5,276.00		
DISCOUNT							
DISCOUNTED TOTALS					\$5,276.00		
					AWARDED		
					JY 1/9/2023		

U.S. GOVERNMENT PUBLISHING OFFICE
Southwestern Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Business Cards - Richland

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

Department of the Treasury – Internal Revenue Service

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **January 1, 2023** and ending **December 31, 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 **December 16, 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 1976-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.**

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

BIDDERS, PLEASE NOTE: This program was formerly Program 1055-S. These specifications have been 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 jiyarbrough@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 printing.

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 Files/Approved Proofs
P-8.	Halftone Match (Single and Double Impression)	Government Furnished Materials Electronic Files or Approved proof.
P-9	Solid & Screen tint Color Match	Pantone Matching System or Approved proof.
P-10	Process Color Match	Government Furnished Material Electronic Files or Approved proof.

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

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 **January 1, 2023** through **December 31, 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 **September 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 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.

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 **January 1, 2023 through December 31, 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 business cards requiring such operations as composition, printing, packing, and distribution.

TITLE: Business Cards - Richland

FREQUENCY OF ORDERS: Approximately 70 orders of business cards per year. Average of 2 lots of cards per order.

*Note: An occasional order may have well above two lots per order.

QUANTITY: Average of 150 cards per lot (minimum of 100 cards per lot).

NUMBER OF PAGES: Business cards will print face only or face and back.

Approximately 70% of cards are one side only.

Approximately 30% of cards are face and back.

TRIM SIZE: 3-1/2 x 2"

PRINTING: Cards print face only or face and back in a single ink color and/or an additional ink color and/or 4-color process. The additional ink color(s) will be indicated by the Pantone Matching System. Multi-colored printing may require close registration.

Approximately 25% of sides print in a single ink color.

Approximately 75% of sides print in 4-color process.

Approximately 10 names will require 1 additional ink color.

GOVERNMENT TO FURNISH: Print order form 2511, manuscript copy or electronic media and GPO form 905 will be emailed to the contractor.

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.

At the option of the agency Government furnished material will be emailed, available via Hanford.transfer.gov, or picked up by the contractor.

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.

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 your contract administrator.

The contractor shall create/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.

COMPOSITION: Composition must be laser or photo-composition; (minimum DPI of 1200).

Common type faces and fonts will be required.

The contractor will be required to set type from furnished manuscript copy consisting of names, addresses, phone numbers, fax numbers and e-mail addresses. Other small amounts of type may be required.

The contractor will be required to store digital versions of logos that the agencies will require usage throughout the term of this contract. Storage of digital files will be for the life of the contract.

COMPUTER TIME WORK: Consists of minor repairs and/or corrections required by the ordering agency on electronic camera copy outside the scope of the contract. Time work will be rounded up to closest 15-minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for repairs or corrections, allowing the agency the opportunity to correct and/or provide corrected files.**

The contractor must include agency approval of computer timework with the invoice.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

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.

All paper used in each copy must be of a uniform shade. The paper to be used will be indicated on each print order.

JCP Code* K10, Index; White, Basis Size 25.5 X 30.5", Basis Weight 140 lbs.

JCP Code* L21, Smooth Cover; White, Basis Size 20 X 26", Basis Weight 130 lbs.

INK: Black only; 1 Pantone color, 2 Pantone colors, and/or 4-color process.

MARGINS: Follow trim marks indicated by furnished copy. It is assumed that most cards will bleed and some will have an adequate gripper.

PROOFS: When indicated on print order, contractor must submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Email address(es) to send proofs will be provided on the print order.

When proofs are required the contractor must not print prior to receipt of an 'OK to print'.

PACKING: Box each name separately. Do not intermingle different names within a box. Shrink wrapping is not acceptable. Boxes must be clearly marked with name on business card. Multiple boxes may be packed together for shipping, not to exceed 40 lbs.

DISTRIBUTION: All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies must be borne by the contractor.

Deliver f.o.b. destination to Richland, WA and to other areas within Washington state.
--NOTE: Deliveries to Richland, WA are not accepted after 3:00 p.m.

Deliver f.o.b. contractors city to areas outside of Washington state.

-- Shipping costs: The contractor shall be reimbursed for shipping charges to other locations outside of Washington state upon submittal of verifying receipt(s) with the contractor's billing voucher. Contractor must receive approval from agency on method of shipment.

Follow Print Order for delivery address.

DISTRIBUTION NOTICE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to agency. Call the agency to confirm receipt of documentation. The subject line of the message shall be "Distribution for Program 1976-S, Print Order ____". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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 schedule will start the day of notification of the available of Government Furnished Materials.

No definite schedule for pickup of material can be predetermined.

Majority of furnished material will be available via email. At the option of the agency some orders will require furnished material to be picked up from the delivery address.

The schedule begins the workday and time the contractor is notified of the availability of a print order and furnished material to be picked up.

Complete production and delivery to be within 4-10 work days.

Proofs, when ordered, will be withheld for not more than one workday. The proof hold time WILL be considered part of the required production schedule.

The shipping/delivery date indicated on the print order is the date products ordered must be delivered to the destination specified.

All Government Furnished Material must be returned with delivery of the order.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted 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.

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

	(1)	(2)
I.		
(a)	46	68
(b)	10	15
(c)	146	205
II.		
(a)	105	
(b)	105	
III.		
(a)	10	

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination and f.o.b. contractor's city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid), NA or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

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

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

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Printing in a single ink color, per side and per name.	\$ _____	\$ _____
(b) Printing in an additional ink color, per side and per name.	\$ _____	\$ _____
(c) Printing in four color process, per side and per name.	\$ _____	\$ _____

A makeready and run will be allowed for each different name regardless how many are ganged together.

II. STOCK/PAPER: Payment for 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 products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Per 100 Cards

(a)	White Index, 140 lbs.	\$ _____
(b)	White Smooth Finish Cover, 130 lbs.	\$ _____

III. ADDITIONAL OPERATIONS:

(c)	Computer Time Work outside the scope of the contract. Cost per hour. Prior to work, the contractor will be required To inform the agency of the approximate time required.	\$ _____
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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 undersigned 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 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)