PROGRAM No. 4573-S October 1, 2026 thru September 30, 2027 plus 4 option years

TITLE: Vinyl Labels and Tags **Department of Energy**

090-28380

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	Douglass Screen Printers dba Dprint Lakeland, Florida	
			UNIT PRICE	COST
I.	**PRINTING LABELS AND TAGS**			
A.	**Makeready and/or Setup, per side**			
(a)	**Printing single ink color, per label/tag**	50	186.25	9,312.50
(b)	**Printing 2 ink colors, per label/tag**	32	223.75	7,160.00
(c)	**Printing 3 or 4 ink colors, per label/tag**	10	298.75	2,987.50
B.	**Printing single ink color, per label/tag side…**			
(1)	Up to 999 Copies ……..…..... Running per 100 Copies	61	34.50	2,104.50
(2)	1,000 to 4,999 Copies ……..….. Running per 100 Copies	576	12.50	7,200.00
(3)	5,000 to 9,999 Copies ……..... Running per 100 Copies	395	7.50	2,962.50
(4)	10,000 Copies and Over ……..... Running per 100 Copies	200	6.50	1,300.00
C.	**Printing two ink colors, per label/tag side**			
(1)	Up to 999 Copies ……..…..... Running per 100 Copies	65	51.50	3,347.50
(2)	1,000 to 4,999 Copies ……..….. Running per 100 Copies	148	17.90	2,649.20
(3)	5,000 to 9,999 Copies ……..... Running per 100 Copies	100	11.23	1,123.00
(4)	10,000 Copies and Over ……..... Running per 100 Copies	740	9.87	7,303.80
D.	**Printing 3 or 4 ink colors, per label/tag side**			
(1)	Up to 999 Copies ……..…..... Running per 100 Copies	18	87.82	1,580.76
(2)	1,000 to 4,999 Copies ……..….. Running per 100 Copies	48	29.82	1,431.36
(3)	5,000 to 9,999 Copies ……..... Running per 100 Copies	50	19.35	967.50
(4)	10,000 Copies and Over ……..... Running per 100 Copies	110	17.35	1,908.50
II.	**STOCK/PAPER**			
A.	**White Vinyl 3-5 Mil Thickness**			
	……..……..……per 100 Square Inches	41,394	0.42	17,385.48
B.	**White Vinyl 10 Mil Thickness**			
	……..……..……per 100 Square Inches	32	0.42	13.44
C.	**Colored (Yellow, Orange and Green) Vinyl 3-5 Mil Thickness**			
	……..……..……per 100 Square Inches	23,509	0.62	14,575.58
D.	**Fluorsecent Colored Vinyl 3-5 Mil Thickness**			
	……..……..……per 100 Square Inches	160	4.41	705.60
E.	**Weather-Proof Laminate:**			
	……..……..……per 100 Square Inches	1,361	0.75	1,020.75
III.	**ADDITIONAL OPERATIONS:**			
A.	**Prior to Production Samples … per order**	2	179.00	358.00
B.	**Additional Cost for Fluorscent ink color**			
	……..……..……per 100 copies/side	3	3.21	9.63
C.	**Additional Cost for Clear Coat**			
	……..……..……per 100 square inches	11,048	1.38	15,246.24
D.	**Additional Cost for Special Adhesive**			
	……..……..……per 100 square inches	56,361	0.82	46,216.02
E.	**Additional Cost for Temporary Adhesive**			
	……..……..……per 100 square inches	1,361	0.82	1,116.02
F.	**Tag construction costs: Round Corners, Hole to be reinforced on both**			
	sides with rust resistant metal grommet			
(a)	Makeready and/or Setup …….	2	223.75	447.50
(b)	Running per 100 tags …….	3	37.00	111.00
G.	**Numbering/Barcode in black ink:**			
(a)	Makeready and/or Setup……....per number sequence	14	39.00	546.00
(b)	Quantity of individual Labels/Tags up to 4,999 copies,			
	running the same number sequence in one or two places			
	on a label/tag ……..... per 100 numbers/barcodes	14	19.00	266.00
(c)	Quantity of individual Labels/Tags at 5,000 copies or greater			
	running the same number sequence in one or two places			
	on a label/tag ……..... per 100 numbers/barcodes	2,100	12.00	25,200.00
H.	**Shrink-Film Wrapping**			
(a)	Individual Labels/Tags……..……....per package	11,374	0.69	7,848.06
(b)	Sheets of Roll of Labels……....per package	430	0.99	425.70
	CONTRACTOR TOTALS:			$ 184,829.64
	PROMPT PAYMENT DISCOUNT:		0.50%	$ 924.15
	DISCOUNTED TOTALS:		20 Days	$ 183,905.49
			AWARDED	

Abstracted by: Russ Woodmancy 9/15/2026
Verified By: Teri Shoffstall 9/16/2026

U.S. GOVERNMENT PUBLISHING OFFICE
Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Vinyl Labels and Tags

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

Department of Energy, Oak Ridge, TN

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **October 1, 2026** through **September 30, 2027,** plus four optional 12-month extension period(s) that may be added in accordance with the "**OPTION TO EXTEND THE TERM OF CONTRACT**" clause in Section 1 of this contract.

BID OPENING: Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on **September 15, 2026** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids, "**SECTION 4. – SCHEDULE OF PRICES"**, to bids@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 11:00 a.m. prevailing eastern time on the bid opening date specified above will not be considered for award.***

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 eastern time 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.

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Specific attention is directed to the following:

- Section 4 – 2-color orders now have a separate line-item numbers.
- Additional changes scattered throughout.

Abstract available on GPO Web Site at https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing

For information of a technical nature call Russ Woodmancy at (614) 488-4616, ext. 8 (No collect calls) or e-mail at rwoodmancy@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 Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 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/contract-terms-01-18.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.**
- **More GPO Publications can be found at: https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards.**

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

Product Quality Levels:

(a) Printing Attributes -- Level III.
(b) Finishing Attributes – Level III
(c) Additional Quality Requirements: The following defects are not specifically identified under GPO QATAP Pub. 310.1; however, may be cause for rejection of orders produced by the screen-printing process.

Mesh Marks: - the appearance of the screen material's mesh markings within the printed or nonprinted image areas.

Sawtoothing: - an irregular "*staircase*" or "*zigzag*" appearance along the edge of the printed image (resembles the teeth of a saw). Sawtoothing must not be visible to the unaided eye, and must be kept to an absolute minimum in order to maintain the fine-line detail required by orders placed under the contract.

Screen Clogging: - the closing of the screen material's mesh openings resulting in an incomplete, broken, or total loss of an image area.

Feathering/smearing/ghosting: - ragged edges, excessive ink, or the appearance of a double impression extending beyond the edges of the image area.

Static "*hairs*": - fine hair-like ink strands projecting from the edge of a printed image, most likely caused by static electricity.

Inspection Levels (from ANSI/ASQC Z 1. 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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Prior to Production Samples, Approved Proof, Digital File, Average Type Dimension
P-9. Solid and Screen Tint Color Match	Prior to Production Samples, Pantone Matching System
P-10. Process Color Match	Prior to Production Samples, Approved Proof, Digital File

Scotch Tape Test: Printing must withstand a "*Scotch Tape Test*". Press a strip of "*Scotch*" tape firmly on the printed area and remove. There should be no transfer of the printed area to the tape.

Average Type Dimension style/theme font point sizes to be consistent throughout the finished product.

OPTION TO EXTEND THE TERM OF 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 (September 30, 2031)** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "*Extension of Term of Contract*" clause. See also "*Economic Price Adjustment*" for authorized pricing adjustment(s).

EXTENSION OF TERM OF CONTRACT: 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, 2026** through **September 30, 2027**, 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, 2026, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

NOTE: This contract does not have a Paper Price Adjustment clause.

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.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. 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(s)
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.

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, 2026** through **September 30, 2027**, 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 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.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.

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

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

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "**SECTION 4. – SCHEDULE OF PRICES**"

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of labels (individual labels, sheets of labels and roll of labels) and tags requiring such operations as electronic prepress, soft proofs, priors, printing single ink color through 4- color process, vinyl stock, numbering, laminating, cutting, packing, and delivery.

TITLE: Vinyl Labels and Tags.

NUMBER OF ORDERS: Based on prior year's usage, anticipation of about 92 orders per year. Some orders will have multiple label/tag items per order.

Note: Labels can be individually cut (one label per backing sheet) or have multiple individual labels mounted on a sheet or roll.

QUANTITIES: The quantity of a label order is based upon each individual label and not the number of sheets or rolls that contain individual labels.

- **Individual Cut Labels**: Approximately 30 to 50,000 individual labels per order.
- **Sheet of Labels**: Anticipate up to 500 label sheets per order with 5 to 50 individual labels per sheet.
- **Roll of Labels**: Anticipate up to 15 rolls per order and up to 500 individual labels per roll.
- **Tags**: Approximately 100 to 10,000 tags per order.

Note: No Quantity Variation Allowed.

TRIM SIZES: Approximately 1 square inch to 120 square inches per individual label or tag.

- **Individual Cut Labels**: Approximately smallest dimension of a label is ½" and the maximum length is 18".
- **Sheet of Labels**: Largest sheet size containing multiple labels is 8-1/2 x 11".
- **Roll of Labels**: The maximum roll width anticipated is 3", and the maximum trim size of a label mounted on a roll is 3 x 14".
- **Tags**: Approximately 4 x 3-1/2" and 5-1/2 x 3"

GOVERNMENT TO FURNISH: Furnished material to be provided as PDF via e-mail or contractor-maintained FTP site, created on Windows XP (or higher) or Mac OSX (or higher). An occasional order will be provided as camera copy via contractor city.

All printer and screen fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract. A visual of the furnished electronic files will be provided.

ELECTRONIC PREPRESS: Immediately upon receipt and 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 Columbus GPO Contracting Officer prior to further performance.

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.

Upon completion of the 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.

Delivery/Shipping Status Report Form.

GPO Form 2511, Print Order.

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 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.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor's production environment.

PROOFS: The Print Order will state whether soft proof or no proof is required.

Soft Proof: Contractor to e-mail soft proof to the address indicated on Print Order and carbon copy rwoodmancy@gpo.gov and termcontracts@gpo.gov with the subject line indicating "Soft Proof" along with Program Number 4573-S and the Print Order number. The "Press Quality" PDF "soft" proof is for content only and must use 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. Contractor must call the name and phone number listed on the Print Order to confirm receipt after e-mailing soft proof.

The contractor must not print prior to receipt of an "*OK to Print*."

If No Proof Required on Order. The contractor will be responsible for performing all necessary proofreading to ensure that the final product is in conformity with the copy submitted.

APPROVAL FOR PRIOR TO PRODUCTION SAMPLES: When indicated on the Print Order prior to production samples may be required. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the address indicated on the Print Order. The number of samples indicated on the Print Order will be tested for conformance of material(s). In addition to color of stock and printed image, the samples will be tested for usage on the specified equipment and/or for construction and adhesive properties. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO Jacket, Purchase Order, Program, and Print Order numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 3 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "*Notice of Compliance With Schedules*," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the risk of the contractor. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019 and list of changes dated February 2020. No JCP Code numbers are listed below, but other requirements from "Government Paper Specification Standards No. 13," including Part 2 on Testing Standards and Definitions, still apply.

The stock/paper to be used will be indicated on each Print Order.

Upon award, the contractor is to furnish a swatch book of white, yellow, orange, green and standard fluorescent colors to three addresses in Oak Ridge, TN. Addresses will be provided at time of award.

Some orders may require a color other than the swatch book of colored vinyl furnished by contractor. In those instances, the contractor may surface tint white stock to match the required Pantone color specified on the Print Order. An additional ink charge will be allowed for this operation. The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s).

Surface tinting white vinyl is allowable when Special and Temporary adhesive is required. The surface tinting must be opaque.

Labels: Flexible Vinyl, 3 to 5 mil thick. Anticipate the following colors to be ordered: White, Yellow, Orange, and Green. Yellow to be a close match of PMS 115. Some orders may require fluorescent colors.

Tags: White Vinyl, 10 mil thick, surface must accept handwritten information from permanent marker or pen. Contractor to ensure that marker/ink image will not smear or rub off after drying.

PRINTING: Labels print face only. Tags print face only, or face and back. Some orders will not require printing. When printing is required, printing 1 to 4 ink colors include 4-color process printing. Ink trapping and reverse printing will be required on some orders. Pantone number(s) will be indicated on individual Print Order. Some orders will require fluorescent ink.

At contractor's option, the product may be produced via inkjet digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment based. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 720 x 360 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

When orders print three or more ink colors. Contractor has the option to screen print or build (simulate) using process pigment color ink set (whether 4-Color to 10-Color Set or more) to match Pantone ink colors.

Opaque ink printing is required on colored vinyl stock orders. Screen printing is the preferred method of printing on colored vinyl stock orders and surface tinting. Other printing and imaging methods other than screen printing will be acceptable provided that contractors achieve opaque ink coverage, bump(2X) or more may be necessary.

Fade Resistant Inks: All orders will require fade resistant inks. Ink must not show any appreciable change in color after exposure in an Atlas Fadeometer for 340 standard fading hours or its equivalent. Ink must be weather resistant to withstand outside conditions such as sunlight and rain and resist fading when exposed to direct sunlight when used outdoors for a period of 1 year.

The contractor is urged to consult an ink manufacturer and obtain CERTIFIED fade and weather resistant inks or paints that will equal or exceed the minimum fading requirements for this printing. The following inks/paint have exhibited acceptable results: KC System 2 Screen Printing Inks, Nazdar Process Vinyl Ink and Ronan Bulletin Enamel.

Clear Coat: When indicated on the Print Order. After printing, coat the face with a clear varnish or aqueous coating or equal, must be weatherproof. The coating must be evenly applied with no trapped foreign particles or air bubbles. End user will write on the clear coat surface with a pen or permanent marker. Contractor to ensure that ink/marker image will not smear or rub off after drying.

LAMINATION: When indicated on the Print Order. After printing, a 1 to 3 mil clear matte film laminate will be required. The clear matte laminate coating to be weather and humidity resistant. These orders will be exposed to outdoor weather conditions and indoor humidity-controlled environments such as freezers, refrigerators and coolers. End user will write on the matte laminate surface with a pen or permanent marker. Contractor to ensure that ink/marker image will not smear or rub off after drying.

NUMBERING/CODE: When ordered, labels and tags will be sequentially numbered from 2 to 10 alpha/numeric characters in black ink up to 3/8" in height. One numbering sequence per label/tag. Some labels/tags may have the same numbering sequence in two places. Sheet Labels may require more than one numbering sequence per sheet, but each label will have only one numbering sequence on the sheet. No missing numbers.

Barcode: Some orders in addition to the numbering on white stock will require accompanying 1D Barcode or QR Code to match the number. QR Code to meet ISO (ISO/IEC18004) standard. The approximate QR code overall size is 5/16" square, each module is made up of 4 or more dots, and must be readable by handheld device, minimum standard scanner type resolution 0.25mm.

MARGINS: Margins will be as indicated on the Print Order or furnished copy. Orders may bleed up to all sides. The margins around the Barcode will be 4 or more modules.

ADHESIVE TYPES:
Permanent Pressure Sensitive: High adhesion and cannot be removed without destroying the label. The surface will be indicated on each Print Order. Labels will be required to adhere to glass, metal, fiberglass, plastic, cardboard, paper, synthetic paper/stock, oily surfaces, rough surfaces, smooth surfaces, microwave ovens, refrigerators, cellular phones, smooth and rough binders, acco press binders, etc.

Special Adhesive Coating: Some orders will require a special adhesive designed for extreme outdoor weather conditions or indoor humidity-controlled environments (usually freezer, refrigerators or coolers). It has a minimum application temperature of 10°F and a service temperature range of -40°F or lower to over 180°F (limited to melt temperature of vinyl Facestock 302°F - 446°F).

Temporary (Ultra Removable /Repositionable): Adhesive must allow the label to be reapplied in another area and is not limited to the number of times it can be repositioned. After a period of time or exposure to weather, the repositionable adhesive does not gain permanency.

DIE/VINYL CUTTER (PLOTTER): No irregular shape trim size product is expected for this contract. If an irregular shape is needed, contractor is to immediately contact the GPO Contracting Officer for further instruction.

LABEL CONSTRUCTION:
The Print Order will specify if the label to be individually cut, mounted on a sheet or on a roll. If the Print Order does not specify the label to be mounted on a sheet or roll, then the label will be defined as an individual cut label on this contract. Individual cut labels must not be delivered mounted on a sheet or roll. Labels will kiss-cut to the backer but not through it.

Majority of orders will be rectangle with square corners. Some orders will require round corners or be a circle. If a circle cut is required, it will be in increments of 1/4". The longest dimension will not exceed 20" for rectangle shapes and 7" diameter for circle shapes.

Individual Cut Labels: Backing sheet to have only one slit along the entire horizontal or vertical dimension. Most individual labels will cut/trim to the rectangular or circular dimensions indicated on the individual Print Order. Most orders will require labels to have square corners with no waste removed.

An occasional order will require labels to have square or rounded corners with waste removed.

An occasional order will require the backing slightly larger than the label, usually 1/16" to 1/8" larger on all sides for rectangular shapes, with waste removed. The additional backing sheet for a circular shape should be cut into a rectangle, leaving at least 1/16" to 1/8" between the closest edges and the label.

Sheet of Labels: Sheet labels will have rectangular backing sheet. Sheet labels trim 4 sides to the sheet size indicated on the individual Print Order. Strip of labels is defined as a sheet of labels for this contract. Based on prior year's usage, anticipate columns ranging from one to six, and rows ranging from five to ten.

Most orders will butt-cut with no waste. Some orders as indicated on the Print Order will require minimum gaps between labels, with or without waste removed.

Roll of Labels: Roll labels and backing sheet to wrap around on approximately 1-1/2" to 3" wide cardboard core, 3" inside diameter core. One label mounted across the core width. Backing sheet of labels must not exceed cardboard core width. Label direction (head off first, side off first, etc.) will be specified on the Print Order. Normally there is a gap between labels. Some orders will require the backing sheet to be perforated between labels in this gap.

TAG CONSTRUCTION:
Trimming: All orders trim four sides, round all corners, unless otherwise specified on the Print Order.

Holes: All orders drill/punch one 3/16" diameter hole unless specified otherwise on the Print Order. Hole is centered left and right; center of hole is located 3/16" from top edge. Hole to be reinforced on both sides with rust resistant metal grommet. No string or wire required.

PACKING: Pack as indicated on the individual Print Order.

Shrink-Film Wrap Packaging: Anticipate majority of orders will require shrink-film wrapping. Shrink-film wrap in units as specified on the individual Print Order. NOTE: Not all orders require shrink-film wrap packaging.

Containers: Pack all orders in shipping containers furnished by the contractor. Containers are not to exceed 45 lbs. when fully packed.

LABELING AND MARKING: Contractor to download the "*Labeling and Marking Specifications*" form (GPO Form 905, R. 7-15) from www.gpo.gov fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Any orders that do not require numbering should be split into equal sublots as outlined in the chart below. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on www.GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
500 - 3,200	50
3,201 - 10,000	80
10,001 – 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from www.GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list indicated on the Print Order.

A copy of the [Print Order/specification] and a signed Certificate of Selection of Random Copies, must be included.

DISTRIBUTION: Deliver f.o.b. destination to Oak Ridge, Tennessee. Complete address and quantity will be furnished on the individual Print Order.

Deliveries to the Y-12 National Security Complex will only be accepted Monday through Thursday, excluding Federal holidays, between 7:00 a.m. and 1:30 p.m. local Oak Ridge, Tennessee time unless otherwise noted on the Print Order.

Deliveries to all other Oak Ridge, Tennessee addresses must be made Monday through Thursday, excluding Federal holidays between 8:00 a.m. and 2:30 p.m. local Oak Ridge, Tennessee time unless otherwise noted on the Print Order.

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) to be mailed/delivered with the furnished material.

Furnished material will be transmitted via e-mail or the contractor's-maintained FTP site or will be mailed or delivered f.o.b. contractor's plant.

Based on prior year's usage, the following is anticipated. The following schedule begins one workday after receipt of material.

Number of Orders	Number of Workdays
2	5 to 8
5	9 to 15
22	16 to 20
63	21 to 30

The ship/deliver date indicated on the Print Order is the date products must be received at Oak Ridge, TN.

NOTE: Sheets of labels, rolls of labels, and tags require at least 10 workdays.

The hold time starts on the first workday after the Agency receives soft proofs or production samples.

- If soft proofs are ordered and held for 2 workdays or less, the minimum schedule increases to 11 workdays.
- If priors are ordered and held for 3 workdays or less, the minimum schedule becomes 20 workdays.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO Jacket, Program, and Print Order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by emailing compliance@gpo.gov and termcontracts@gpo.gov

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government, digital deliverables, and two printed samples of each job to the Oak Ridge, TN address indicated on the individual Print Order.

These materials must be packaged, properly labeled and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "*SCHEDULE OF PRICES*" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of this contract.

The following item designations correspond to those listed in "*SECTION 4. -SCHEDULE OF PRICES*".

I.

A.	(a)	50
	(b)	32
	(c)	10

	(1)	(2)	(3)	(4)
B.	61	576	395	200
C.	65	148	100	740
D.	18	48	50	110

II.

A.	41,394
B.	32
C.	23,509
D.	160
E.	1,361

III.

A.		2
B.		3
C.		11,048
D.		56,361
E.		1,361
F.	(a)	2
	(b)	3
G.	(a)	14
	(b)	14
	(c)	2,100
H.	(a)	11,374
	(b)	430

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Oak Ridge, TN.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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 (Not Applicable), 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. PRINTING LABELS AND TAGS: Prices offered must include the cost of printing and operations in accordance with these specifications except for Item II. Stock/Paper/Laminate, and III. Additional Operations.

Labels: The price is per trim size of an individual label.

A. Makeready and/or Setup per side:

(a) Printing single ink color, per label/tag ..... $ _____

(b) Printing two ink colors, per label/tag ..... $ _____

(c) Printing 3 or 4 ink colors, per label/tag ..... $ _____

SECTION 4. – SCHEDULE OF PRICES (Continue)

I. PRINTING LABELS AND TAGS (Continue):

	Running per 100 Copies			
	Up to 999 Copies (1)	1,000 to 4,999 Copies (2)	5,000 to 9,999 Copies (3)	10,000 Copies and Over (4)
B. Printing single ink color per label/tag side	$ _____	$ _____	$ _____	$ _____
C. Printing two ink colors, per label/tag side	$ _____	$ _____	$ _____	$ _____
D. Printing 3 or 4 ink colors, per label/tag side	$ _____	$ _____	$ _____	$ _____

II. STOCK/PAPER/LAMINATE: Payment for all stock/paper/laminate supplied by the contractor under the terms of these specifications, as ordered on the individual Print Orders.

The cost of any stock/paper/laminate required for makeready or running spoilage must be included in the prices offered.

The per 100 square inch cost will be based on the trim size area of labels and tags. If the area trim size carries into decimal places. The contractor is allowed to round up the area (square inches) to the nearest whole number.

Labels: Prices offered for vinyl stock must include permanent adhesive and a suitable release liner (including a back slit when indicated).

	per 100 Square Inches
A. White Vinyl, 3 to 5 Mil Thickness:	$ _____
B. White Vinyl, 10 Mil Thickness:	$ _____
C. Colored (Yellow, Orange and Green) Vinyl, 3 to 5 Mil Thickness:	$ _____
D. Fluorescent Colored Vinyl, 3 to 5 Mil Thickness:	$ _____
E. Weather-Proof Matte Laminate:	$ _____

SECTION 4. – SCHEDULE OF PRICES (Continue)

III. ADDITIONAL OPERATIONS: The prices for each of the following operations must include the cost of all required materials and operations. The per 100 square inch cost procedure is the same as outlined under II. Stock/Paper/Laminate.

A. Prior to Production Samples ..... per order ..... $ _____

B. Additional Cost per Fluorescent ink color .... per 100 copies/side ..... $ _____

C. Additional Cost for Clear Coat ..... per 100 square inches ..... $ _____

D. Additional Cost for Special Adhesive ..... per 100 square inches ..... $ _____

E. Additional Cost for Temporary Adhesive ..... per 100 square inches ..... $ _____

F. Tag construction costs: Round Corners, Hole to be reinforced on both sides with rust resistant metal grommet:

(a) Makeready and/or Setup ..... $ _____

(b) Running per 100 tags ..... $ _____

G. Numbering/Barcode in black ink:

(a) Makeready and/or Setup .....per number sequence..... $ _____

(b) Quantity of individual Labels/Tags up to 4,999 copies, running the same number sequence in one or two places on a label/tag per 100 numbers/barcodes ..... $ _____

(c) Quantity of individual Labels/Tags at 5,000 copies or greater running the same number sequence in one or two places on a label/tag per 100 numbers/barcodes ..... $ _____

H. Shrink-Film Wrapping:

(a) Individual Labels/Tags .....per package ..... $ _____

(b) Sheets or Roll of Labels.....per package ..... $ _____

SECTION 4. – SCHEDULE OF PRICES (Continue)

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

The city(ies) indicated above will be used for evaluation of transportation charges when transportation charges are specified to be a factor in determination of award. 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 Solicitations 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 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.

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. See **BID OPENING** and **EMAILED BID SUBMISSION PROVISIONS** on page 1. 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.

Bidder _____
(Contractor's 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)

THIS SECTION FOR GPO USE ONLY

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

Bid Submission - Return Section 4. – Schedule of Prices to GPO bids@gpo.gov