

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4, AND FAX NO LATER THAN: 11:00 AM, OCTOBER 29, 2013, FAX NO. (843) 743-2068, OR E-MAIL TO infocharleston@gpo.gov. ANY QUOTES RECEIVED AFTER 11:00 AM WILL NOT BE CONSIDERED.

U.S. GOVERNMENT PRINTING OFFICE
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Miscellaneous Printing/Overprinting

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

DLA Document Services
Jacksonville, FL

Single Award

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

CONTRACT TERM: The term of this contract is for the period beginning at the date of award and ending October 31, 2014, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 AM, prevailing local time, on October 29, 2013.
ABSTRACT OF PREVIOUS PRICES IS AVAILABLE*

*if not attached or on the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=charleston>), contractor may FAX request to (843) 743-2068.

NOTE: Direct all questions concerning these specifications to Bruce Canzanella (843) 743-2036, Ext. 1, or E-mail bcanzanella@gpo.gov. (No collect calls.)

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August, 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: Subcontracting is not allowed.

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 or manuscript copy/Electronic Media/ Average Type Dimension |
| P-9. Solid and Screen Tint Color Match | Pantone Matching System Color |

OPTION TO EXTEND THE CONTRACT TERM: 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 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 periodic pricing revision.

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from date of award to October 31, 2014, 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 July 31, 2013, 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.

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 contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from date of award through October 31, 2014, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PAYMENT: Submit all billing to: U.S. Government Printing Office, Comptroller, Stop FMCE, Financial Management Service, Washington, D.C. 20401.

TO INSURE PAYMENT FROM GPO, PLEASE MAKE SURE TO USE THE GPO BAR CODE COVER SHEET WITH YOUR INVOICE. REFER TO THE FOLLOWING WEB PAGE FOR INSTRUCTIONS: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

MODIFICATIONS: If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e. AA's), contractor is REQUIRED to contact the Printing Specialist in writing for approval BEFORE proceeding.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of tags and folders and/or overprinting of furnished folders requiring such operations as composition, printing, overprinting, construction packing, and distribution.

TITLE: Miscellaneous Printing/Overprinting.

FREQUENCY OF ORDERS/QUANTITY: Most of the orders will consist of only one item; however, an occasional order may consist of multiple items.

Tags (Contractor furnished): Approximately 8 to 15 orders per year. Approximately 200 to 3,000 copies per order.

Folders (Contractor furnished): Approximately 15 to 20 orders per year. Approximately 100 to 3,500 copies per order.

Folders (Government furnished): Approximately 1 order per year. Approximately 50 to 1,000 copies per order.

TRIM SIZES:

Tags (Contractor furnished): No. 8 (6-1/4 x 3-1/8").

Folders: Width (folded) may vary from 9-1/2" up to 9-3/4". Depth may vary from 11-1/2" up to 12".

GOVERNMENT TO FURNISH: Camera copy consisting of line art and reprint copy to be reproduced at various focuses; electronic files; manuscript copy; samples as camera copy.

Furnished folders for overprinting may or may not contain pockets. (**NOTE: No additional charge will be allowed to unfold the folders.**)

Print orders.

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 (if required), carried on furnished copy or in furnished electronic file, 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.

COMPOSITION: Approximately 4 to 10 lines of type will be required on approximately 5% of the orders.

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. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

All paper used in each copy must be of a uniform shade.

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

Tags: White and Colored High-Finish Tag, size No. 8, basis weight: 150 lbs. per 500 sheets, 24 x 36", equal to JCP Code P10.

Folders: White or Colored High-Finish Folder Stock, basis weight 150 lbs. per 500 sheets, 24 x 36", (11 pt)), equal to JCP Code P20.

PRINTING/OVERPRINTING:

Tags: The majority of tags ordered print in a single ink color on one side as indicated. An occasional order may require an additional color of ink and/or printing on two sides.

Folders: Up to and including all four panels may print as indicated on the print order in one or two colors. Unfolding furnished folders to overprint on a single panel on a side does not count as printing a second panel.

Match Pantone number as indicated on the print order.

MARGINS: Maintain margins as indicated on furnished copy, electronic file, or print order.

CONSTRUCTION:

Tags: Drill one round hole, 1/4" in diameter. Center of hole is to be 1/2" from patch end of tag, centered in the 3-1/8" dimension.

Reinforce the hole on both sides with a hard fiber patch. Clip both corners at the patch end.

When ordered, contractor to insert strings in the tags. String must not be less than 12" of twine, double loop, plain style. When ordered, contractor will provide strings but will not insert them into tags.

Folders (File-type): Approximately 14 of the folder orders will require various colors with pockets equal to Oxford 575XX, with pockets across the entire bottom width (containing either one wire stitch or adhered in the center fold) and 3/4" concealed glue tabs on both the right and left. At least one pocket must be die cut with slits for standard business cards.

PACKING: Furnished folders will be re-packed into their original containers. Folders and tags produced by the contractor will pack suitably.

Each shipping container must not exceed 40 lbs. when fully packed for delivery.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

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

Containers must be marked 1 of 4, 2 of 4, 3 of 4, etc. when applicable.

DISTRIBUTION: ALL destinations in FL, GA, and SC, (95% of orders) MUST deliver f.o.b. destination.

All other destinations (5% of orders) will be f.o.b. contractor's city, shipped reimbursable. Contractor will be reimbursed for shipping costs by submitting all shipping receipts with billing invoice for payment.

Complete addresses and quantities will be furnished with the print orders.

Upon completion of each order, all Government furnished material must be returned with the printed material to address noted on print order, or, on occasion, to DLA Document Services, Building 721, McFarland Street, NAS Jacksonville FL 32212.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Laurie.Slaybaugh@dla.mil. The subject line of this message shall be "Distribution Notice for Program 6475-S, Jacket XXX-XXX, P.O. XXXXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, shipping/delivery method, and Title. Contractor must be able to provide copies of all delivery and shipping receipts upon agency request.

All expenses incidental to the pickup and return of Government furnished materials and furnishing samples must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from:

DLA Document Services, Building 721, McFarland Street, NAS, Jacksonville, FL 32212; DLA Document Services, Building 318, 568 Spacelift Avenue, Patrick AFB, FL 32925; DLA Document Services, Building 2011, Naval Submarine Base, 1144 USS Henry Clay Boulevard, Kings Bay, GA 31547; or GPO, 2825 Noisette Boulevard, North Charleston SC 29405. An occasional order may require pickup from other locations within Florida, Georgia, or South Carolina.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must complete production and distribution specified on the print order within 5 to 10 workdays of notification of availability of print order and furnished materials.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified. Note: the delivery date is the same for FOB contractor's city as it is for FOB destination.

Unscheduled material such as shipping 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 one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

| | (1) | (2) |
|---------|-----|-----|
| I. (a) | 6 | 10 |
| (b) | 2 | 10 |
| (c) | 7 | 12 |
| (d) | 2 | 8 |
| (e) | 12 | 4 |
| (f) | 5 | 5 |
| (g) | 1 | 4 |
| (h) | 2 | 3 |
| II. (a) | 20 | |
| (b) | 12 | |

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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

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

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Charleston GPO. If such orders are placed by the agency, and no Modification is received from the Charleston GPO, the contractor is to notify GPO Charleston immediately. Failure to do so may result in nonpayment.

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

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

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations (including stock) necessary for the complete production and distribution of the product listed in accordance with these specifications.

| | <u>Makeready and/or Setup</u> (1) | <u>Running Per 100 Copies</u> (2) |
|--|--|--|
| (a) Tags (6-1/4" x 3-1/8"), one-sided, 1 ink color | \$ _____ | \$ _____ |
| (b) Tags (6-1/4" x 3-1/8"), one-sided, 2 ink colors | \$ _____ | \$ _____ |
| (c) Tags (6-1/4" x 3-1/8"), two-sided, 1 ink color | \$ _____ | \$ _____ |
| (d) Tags (6-1/4" x 3-1/8"), two-sided, 2 ink colors | \$ _____ | \$ _____ |
| (e) Folders, any size, with pockets..... per panel..... | \$ _____ | \$ _____ |
| (f) Folders, any size, without pockets..... per panel..... | \$ _____ | \$ _____ |
| (g) Folders, any size, each additional color..... per color/per panel..... | \$ _____ | \$ _____ |
| (h) Furnished folders, overprinting | per color/per panel..... | \$ _____ |

(Initials)

II. ADDITIONAL OPERATIONS: The prices offered for each of the following operations must include the cost of all required materials and operations.

(a) Stringing tags..... per 100 strings.....\$_____

(b) Furnishing strings..... per 100 strings.....\$_____

BIDDER'S NAME AND SIGNATURE: Fill out and return "Section 4. – Schedule of Prices", initial or sign in the space provided.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: ____ percent, ____ calendar days.
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).)

BIDDER: _____

(Street Address – City – State – Zip Code)

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

(Person to be contacted)

(Telephone Number)

(Fax Number)

CONTRACTOR CODE: _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4, AND FAX NO LATER THAN: 11:00 AM, OCTOBER 29, 2013, FAX NO. (843) 743-2068, OR E-MAIL TO infocharleston@gpo.gov. ANY QUOTES RECEIVED AFTER 11:00 AM WILL NOT BE CONSIDERED.

PLEASE: Do not fax or e-mail double sets or extra forms that have not been requested. Transmit only pages from Section 4 of these specifications with all of the information completed as requested.