

PROGRAM No. 2542S Contract Period: October 1, 2019 through September 30, 2020 plus four option years

TITLE: Coast Guard Enlisted Service Wide Examinations

ITEM	DESCRIPTION	BASIS OF AWARD	The Print House Brooklyn, NY		WBC Inc, d/b/a Lithexcel Albuquerque, NM		Quik Print Topeka, KA		GPO Estimate based on Previous	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations, including binding, collating, and numbering necessary for the complete production and distribution of the product listed in accordance with there specifications. A charge will be allowed per page whether printed or blank.									
(a)	Pamphlets per page (including numbering).....per 100 copies....	4851.93	\$7.70	\$37,359.86	\$3.90	\$18,922.53	\$2.50	\$12,129.83	\$4.50	\$21,833.69
(b)	Additional cost for Accelerated Schedule.....per order.....	1	\$350.00	\$350.00	\$120.00	\$120.00	\$0.00	\$0.00	\$125.00	\$125.00
	TOTAL OFFER:			\$37,709.86		\$19,042.53		\$12,129.83		\$21,958.69
	DISCOUNT:		0.25%	\$94.27	0.00%	\$0.00	0.00%	\$0.00	1.00%	\$219.59
	NET OFFER:			\$37,615.59		\$19,042.53		\$12,129.83		\$21,739.10
							AWARD			

Prepared by: KD
Reviewed by: MS

U.S. GOVERNMENT PUBLISHING OFFICE
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Coast Guard Enlisted Service Wide Examinations

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

Department of Homeland Security, U. S. Coast Guard

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **October 1, 2019 and ending September 30, 2020**, plus up to 4 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 OPENINGS: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on **September 25, 2019**.

BID SUBMISSION: Facsimile bids are acceptable (see GPO Contract Terms, Pub 310.2, effective December 1, 1987 (Rev. 01-18))

Send bids to U.S. Government Publishing Office, Suite 810, 200 N. LaSalle St., Chicago, IL 60601, or fax bids to **312-886-2057**.

Previous abstract or award information available on line at:

Previous abstracts are available on the GPO Web Site at
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Chicago>

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major.

NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES

These specifications are being re-advertised with minor changes and clarifications.

INFORMATION: For questions about these specifications call Mike Szopo @ 312 353-3916, ext.4. 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 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 8-02)).

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

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

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/vendors/index.htm>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared not responsible.

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

Product Quality Levels:

- (a) Printing/Imaging (page related) Attributes-Level IV *.
- (b) Finishing (item related) Attributes- Level IV.

Inspection Levels (from ANSI/ASQ Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera copy

* For the purpose of this contract, copying shall be defined as equipment automatic copy-processing machines employing electrostatic, thermal, or other copying processes. Copying method must be of good quality and must not contain background tone and must be equal to or better than a Xerox 5090.

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 5 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for authorized pricing adjustment(s)

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the Government Publishing Office 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), 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 1, 2019), 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

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
- 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, 2019 through September 30, 2020** 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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

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> .

CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH THE “SCHEDULE OF PRICES” FORMAT. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE “SCHEDULE OF PRICES” MAY RESULT IN DELAYED PAYMENT.

NOTE: In addition to the above, the contractor is required to email a copy of each billing along with a copy of the individual print order to infochicago@gpo.gov Failure to follow this procedure may result in delayed payment.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of side stitched pamphlets (various different versions per order) requiring such operations as printing, numbering, binding, packing, and shipping.

Specifications apply equally to both Examination pamphlets unless otherwise noted.

TITLE: Coast Guard Enlisted Service Wide Examinations.

Although this is an option year contract, all the estimates, averages, etc., are based upon one year's production.

FREQUENCY OF ORDERS: Approximately 3 orders will be placed throughout the year.

QUANTITY:

Approximately 1 order will have approximately 1,350 pamphlets.

Approximately 1 order will have approximately 7,325 pamphlets.

Approximately 1 order will have approximately 12,200 pamphlets.

Occasionally, an order may be placed for up to 5 copies with a rush delivery.

There are approximately 95 different versions of examinations and approximately 85-95 versions per order. The Agency will order varying quantities of selected versions to total the approximate quantities indicated above.

NUMBER OF PAGES:

Approximately 18-26 pages per pamphlet (includes colored text cover leaves). The pages will be in black grayscale.

NUMBER OF VERSIONS:

Each Print Order may have various versions of exams.

TRIM SIZE: 8-1/2 x 11"

GOVERNMENT TO FURNISH: Same size camera copy.

Form 905 (R. 3/90) with labeling and marking instructions.

Print Order (GPO Form 2511).

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.

PROOFS: None required.

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.

NOTICE: Copies of the "Government Paper Specifications Standards No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, D.C. 20401; or on the GPO web site @ <http://www.gpo.gov/vendors/sfas.htm>.

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

White and Colored High Quality Xerographic Copier, Laser Printer, (basis weight: 24 lbs. per 500 sheets, 17 x 22”), equal to JCP Code 0-61. Colored paper may include blue, dark blue, green, purple, pink, cherry, yellow, & dark yellow.

PRINTING/COPYING: Print/Image head-to-head in black ink. First and last leaves print on colored stock, follow color as indicated on the print order (GPO Form 2511).

NUMBERING (Serialize): All Examination pamphlets are numbered in black ink in consecutive sequence on the front page only, in numbers 3/16” high in a space 1-1/4 x 1/2” in upper right corner. The numbering consists of four (4) digits, starting with 0000 on each order unless otherwise indicated on the print order (GPO Form 2511). Missing numbers are acceptable, contractor to list missing numbers. Quantities must be \pm None, missing numbers may be made up with extra number at the end.

DISTRUCTION OF SCRAP PAPER: (All orders) Immediately after delivery, all proofs, makeready sheets, and/or overruns must be destroyed by shredding.

MARGINS: Follow copy. Adequate gripper margins on all text pages.

BINDING: Collate first and last text leaves in colored stock and the inside text leaves on white stock, side wire stitch/staple in two places and trim 4-sides.

INSPECTION: The contractor must perform a random 10 percent inspection of each page of the examination pamphlets, to ensure there are no missing, duplicate or damaged pages and of the numbering of the pamphlets to ensure that all missing numbers are listed and that the quantities are \pm none.

PACKING:

Weight of filled shipping containers must not exceed 45 lbs.

LABELING AND MARKING:

Each package is to be labeled or marked with the following information:

Consignor's name and address.

Consignee's name and address.

Department requisition number.

GPO jacket, purchase order, and print order numbers.

Number of copies in package (if printed matter) or the word “Films” (if films).

List of serial numbers, and/or missing serial numbers, contained therein.

Number of containers or bundles in shipment and the number of the container or bundles (1 of 3; 2 of 3, etc.)

Delivery and/or Shipping information must be emailed to: VerifyChicago@gpo.gov. Simply enter the Program and Print Order numbers in the subject line of the email and indicate the method of shipping. This contract is **f.o.b. destination** - enter the date of delivery.

DISTRIBUTION: Deliver **f.o.b. destination** to: Commanding Officer (Advancements), U.S. Coast Guard, Pay & Personnel Center, Frank Carlson Federal Building, 444 SE Quincy Street, Topeka, KS 66683-3591.

All signed receipts received by the contractor must be submitted with billing as proof of confirmation of delivery.

Return of Government Furnished Material: All expenses incidental to preparing this material for delivery and the transportation costs therefor must be borne by the contractor.

Copy and artwork must be returned: Commanding Officer (Advancements), U.S. Coast Guard, Pay & Personnel Center, Frank Carlson Federal Building, 444 SE Quincy Street, Topeka, KS 66683-3591.

Each package so delivered must be labeled with the following information: Title, Department requisition number, the GPO jacket, purchase order, print order numbers and numbers that are printed on the pamphlets contained therein.

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).

No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up and delivered (via traceable means) (not mailed) by the contractor at: Commanding Officer (Advancements), U.S. Coast Guard, Pay & Personnel Center, Frank Carlson Federal Building, 444 SE Quincy Street, Topeka, KS 66683-3591.

Most orders will be placed during the months of February, July, and August. Occasionally, orders may be placed at other times during the year.

Deliver at destination within 20 workdays of notification of availability of furnished material.

Accelerated Schedule: Approximately one order will require complete delivery within 3 workdays of notification of availability of furnished material. No more than approximately 5 copies will be placed on these orders.

All expenses incidental to preparing this material for delivery and the transportation costs therefor must be borne by the contractor.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted 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 for a like period.

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

- I. (a) 4,851.93
- (b) 1

SECTION 4 - SCHEDULE OF PRICES

Bids offered are **f.o.b. destination**.

Bidders must make an entry in each space provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive. Prices must be submitted for the entire term of the contract; bids qualified for a lesser period will not be considered.

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

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, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

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

CONTRACTOR’S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

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

A charge will be allowed per page whether printed or blank.

(a) Pamphlets (per page, including numbering).....per 100 copies \$ _____

(b) Additional cost for Accelerated Schedule.....per order.....\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

SHIPMENT(S): All shipping will be made from the City _____, State _____,

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

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

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

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO State & 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)

(Initials)

BIDDERS NOTE: Indicate below how you intend to meet the required schedule of these specifications including the post office that you will use for mailing.

THIS SECTION FOR GPO USE ONLY

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