

Program 1513-S Contract Term: Feb. 1, 2020 through Jan. 31, 2021 plus four option years

TITLE: Storefront Window Decals with Installation

ITEM NO.	DESCRIPTION	Basis of Award		Bowman Displays Digital Imaging Inc. Munster, IN		Britten Inc., Traverse City, MI		Building Four Fabrication, LLC Atlanta, GA		Circle Graphics Longmont, CO		Convoy Marketing, LLC / dba Wrap City Vinyl Decatur, GA		CR&A Custom Apparel Inc. / dba CR&A Custom Inc Los Angeles, CA		Garage 68 Inc., Plainview, NY		Graphic Images, Inc. Pompano Beach, FL		Image Square Inc. Santa Monica, CA	
		UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT:																				
	Square footage calculations must be rounded up to next whole number of square feet. Numbr of windows = Total of individual cut panels, windows, window panes, doors. Order pricing will be applied as either A. or B. (not both) + C.																				
A	Print Production of Graphics:																				
	Total up to 99 sq. ft.per installation address.....per sq. ft.	750	\$8.11	\$6,082.50	\$6.50	\$4,875.00	\$6.00	\$4,500.00	\$3.28	\$2,460.00	\$4.00	\$3,000.00	\$6.23	\$4,672.50	\$2.85	\$2,137.50	\$4.90	\$3,675.00	\$3.97	\$2,977.50	
B	Print Production of Graphics:																				
	Total 100 or more sq. ft.per installation address.....per sq. ft.	42000	\$6.80	\$285,600.00	\$5.25	\$220,500.00	\$5.85	\$245,700.00	\$3.28	\$137,760.00	\$3.50	\$147,000.00	\$5.86	\$246,120.00	\$2.85	\$119,700.00	\$3.90	\$163,800.00	\$3.97	\$166,740.00	
C	Number of windows.....per installation address.....per each	2680	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$2,814,000.00	\$0.00	\$0.00	\$10.00	\$26,800.00	\$6.00	\$16,080.00	\$52.64	\$141,075.20	\$0.00	\$0.00	\$0.00	\$0.00	
II.	ADDITIONAL OPERATIONS:																				
A	Governmental and Retail Contract Review.....flat fee per site.....	240	\$150.00	\$36,000.00	\$50.00	\$12,000.00	\$1,000.00	\$240,000.00	\$35.00	\$8,400.00	\$50.00	\$12,000.00	\$100.00	\$24,000.00	\$112.00	\$26,880.00	\$100.00	\$24,000.00	\$0.00	\$0.00	
B	Site Measuring.....flat fee per site.....	240	\$1,750.00	\$420,000.00	\$1,000.00	\$240,000.00	\$2,600.00	\$624,000.00	\$350.00	\$84,000.00	\$150.00	\$36,000.00	\$150.00	\$36,000.00	\$185.00	\$44,400.00	\$125.00	\$30,000.00	\$2,600.00	\$624,000.00	
C	Site Installation.....per installation address.....per sq. ft.	42750	\$25.00	\$1,068,750.00	\$6.85	\$292,837.50	\$5.30	\$226,575.00	\$5.30	\$226,575.00	\$4.00	\$171,000.00	\$3.86	\$165,015.00	\$3.00	\$128,250.00	\$3.75	\$160,312.50	\$1.50	\$64,125.00	
D	Second Floor Installation.....flat fee per site.....	1	\$1,250.00	\$1,250.00	\$750.00	\$750.00	\$7,651.00	\$7,651.00	\$0.00	\$0.00	\$175.00	\$175.00	\$480.00	\$480.00	\$650.00	\$650.00	\$650.00	\$650.00	\$1.00	\$1.00	
E	Site Removal.....per installation address.....per sq. ft.	525	\$25.00	\$13,125.00	\$6.85	\$3,596.25	\$6.00	\$3,150.00	\$2.50	\$1,312.50	\$3.00	\$1,575.00	\$1.26	\$661.50	\$3.00	\$1,575.00	\$1.50	\$787.50	\$0.55	\$288.75	
III.	GRAPHIC DESIGN AND PREPRESS SERVICES:																				
A	System Timework, after 3 hours.....per hour.....	20	\$80.00	\$1,600.00	\$75.00	\$1,500.00	\$65.00	\$1,300.00	\$50.00	\$1,000.00	\$75.00	\$1,500.00	\$150.00	\$3,000.00	\$75.00	\$1,500.00	\$75.00	\$1,500.00	\$0.00	\$0.00	
IV.	DELIVERY: Flat fee to one installation address, by zone																				
A	Zone 1: Washington St., Oregon, Idaho, Montana, Wyoming	31	\$275.00	\$8,525.00	\$34.75	\$1,077.25	\$400.00	\$12,400.00	\$30.00	\$930.00	\$203.00	\$6,293.00	\$43.00	\$1,333.00	\$20.00	\$620.00	\$167.00	\$5,177.00	\$2,900.00	\$89,900.00	
B	Zone 2: California, Nevada, Utah, Arizona, Colorado, New Mexico	31	\$325.00	\$10,075.00	\$34.15	\$1,058.65	\$400.00	\$12,400.00	\$30.00	\$930.00	\$203.00	\$6,293.00	\$28.00	\$868.00	\$20.00	\$620.00	\$167.00	\$5,177.00	\$2,900.00	\$89,900.00	
C	Zone 3: North Dakota, South Dakota, Nebraska, Minnesota, Iowa	31	\$225.00	\$6,975.00	\$25.25	\$782.75	\$300.00	\$9,300.00	\$30.00	\$930.00	\$139.00	\$4,309.00	\$46.00	\$1,426.00	\$17.00	\$527.00	\$164.00	\$5,084.00	\$2,900.00	\$89,900.00	
D	Zone 4: Kansas, Missouri, Oklahoma, Texas, Louisiana, Arkansas	31	\$225.00	\$6,975.00	\$27.00	\$837.00	\$300.00	\$9,300.00	\$30.00	\$930.00	\$139.00	\$4,309.00	\$43.00	\$1,333.00	\$17.00	\$527.00	\$164.00	\$5,084.00	\$2,900.00	\$89,900.00	
E	Zone 5: Wisconsin, Illinois, Michigan, Indiana, Ohio, Kentucky	31	\$225.00	\$6,975.00	\$22.15	\$686.65	\$300.00	\$9,300.00	\$30.00	\$930.00	\$136.00	\$4,216.00	\$48.00	\$1,488.00	\$17.00	\$527.00	\$164.00	\$5,084.00	\$2,900.00	\$89,900.00	
F	Zone 6: Mississippi, Alabama, Tennessee, Georgia, Florida, S. Carolina, N. Carolina	31	\$300.00	\$9,300.00	\$25.76	\$798.56	\$300.00	\$9,300.00	\$30.00	\$930.00	\$109.00	\$3,379.00	\$43.00	\$1,333.00	\$17.00	\$527.00	\$153.00	\$4,743.00	\$2,900.00	\$89,900.00	
G	Zone 7: W. Virginia, Virginia, Delaware, Maryland, Washington DC	31	\$225.00	\$6,975.00	\$22.25	\$689.75	\$300.00	\$9,300.00	\$30.00	\$930.00	\$105.00	\$3,255.00	\$43.00	\$1,333.00	\$14.00	\$434.00	\$153.00	\$4,743.00	\$2,900.00	\$89,900.00	
H	Zone 8: Pennsylvania, New York, New Jersey, Connecticut, Massachusetts, Vermont, New Hampshire, Maine, Rhode Island	31	\$375.00	\$11,625.00	\$24.85	\$770.35	\$300.00	\$9,300.00	\$30.00	\$930.00	\$136.00	\$4,216.00	\$48.00	\$1,488.00	\$14.00	\$434.00	\$153.00	\$4,743.00	\$2,900.00	\$89,900.00	
I	Zone 9: Alaska, Hawaii	2	\$250.00	\$500.00	\$133.19	\$266.38	\$600.00	\$1,200.00	\$75.00	\$150.00	\$209.00	\$418.00	\$86.00	\$172.00	\$60.00	\$120.00	\$186.00	\$372.00	\$2,900.00	\$5,800.00	
	TOTAL OFFER:			\$1,900,332.50		\$783,026.09		\$4,248,676.00		\$469,097.50		\$435,738.00		\$506,803.00		\$470,503.70		\$424,932.00		\$1,583,132.25	
	DISCOUNT:		0.00%	\$0.00	0.00%	\$0.00	5.00%	\$212,433.80	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	1.00%	\$4,705.04	0.00%	\$0.00	0.00%	\$0.00	
	NET OFFER:			\$1,900,332.50		\$783,026.09		\$4,036,242.20		\$469,097.50		\$435,738.00		\$506,803.00		\$465,798.66		\$424,932.00		\$1,583,132.25	
																					AWARDED

Prepared By: KD
Reviewed By: FM

ITEM NO.	DESCRIPTION	Independent's Service Company, St. Hannibal, MO		Interstate Graphics, Inc. Machesney Park, IL		Screen Graphics of Florida Pompano Beach, FL		Signature Graphics, Inc. Porter, IN		Taylor/Vectra Inc, Columbus, OH		Timsco Graphics Temple Hills, MD		Urban House LLC, North Port, FL		GPO ESTIMATE	
		UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT: Square footage calculations must be rounded up to next whole number of square feet. Number of windows = Total of individual cut panels, windows, window panes, doors. Order pricing will be applied as either A. or B. (not both) + C.																
A	Print Production of Graphics: Total up to 99 sq. ft.per installation address.....per sq. ft.	\$4.50	\$3,375.00	\$3.42	\$2,565.00	\$7.50	\$5,625.00	\$365.75	\$274,312.50	\$9.31	\$6,982.50	\$15.00	\$11,250.00	\$6.00	\$4,500.00	\$4.93	\$3,696.88
B	Print Production of Graphics: Total 100 or more sq. ft.per installation address.....per sq. ft.	\$3.75	\$157,500.00	\$3.24	\$136,080.00	\$4.16	\$174,720.00	\$4.74	\$199,080.00	\$8.31	\$349,020.00	\$10.00	\$420,000.00	\$6.00	\$252,000.00	\$4.40	\$184,638.46
C	Number of windows.....per installation address.....per each	\$0.00	\$0.00	\$10.00	\$26,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$1,206,000.00	\$15.00	\$40,200.00	\$11.25	\$30,150.00	\$4.02	\$10,771.54
II.	ADDITIONAL OPERATIONS:																
A	Governmental and Retail Contract Review.....flat fee per site.....	\$60.00	\$14,400.00	\$65.00	\$15,600.00	\$150.00	\$36,000.00	\$300.00	\$72,000.00	\$1,500.00	\$360,000.00	\$220.00	\$52,800.00	\$50.00	\$12,000.00	\$87.85	\$21,083.08
B	Site Measuring.....flat fee per site.....	\$265.00	\$63,600.00	\$175.00	\$42,000.00	\$250.00	\$60,000.00	\$300.00	\$72,000.00	\$700.00	\$168,000.00	\$400.00	\$96,000.00	\$100.00	\$24,000.00	\$222.73	\$53,454.55
C	Site Installation.....per installation address.....per sq. ft.	\$5.00	\$213,750.00	\$11.90	\$508,725.00	\$5.25	\$224,437.50	\$3.45	\$147,487.50	\$5.65	\$241,537.50	\$14.00	\$598,500.00	\$2.50	\$106,875.00	\$4.26	\$182,213.65
D	Second Floor Installation.....flat fee per site.....	\$850.00	\$850.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00	\$350.00	\$350.00	\$519.38	\$519.38
E	Site Removal.....per installation address.....per sq. ft.	\$3.00	\$1,575.00	\$11.70	\$6,142.50	\$2.50	\$1,312.50	\$3.14	\$1,648.50	\$5.65	\$2,966.25	\$6.00	\$3,150.00	\$2.50	\$1,312.50	\$3.39	\$1,779.38
III.	GRAPHIC DESIGN AND PREPRESS SERVICES:																
A	System Timework, after 3 hours.....per hour.....	\$50.00	\$1,000.00	\$60.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$3,000.00	\$75.00	\$1,500.00	\$25.00	\$500.00	\$62.81	\$1,256.25
IV.	DELIVERY: Flat fee to one installation address, by zone																
A	Zone 1: Washington St., Oregon, Idaho, Montana, Wyoming	\$138.67	\$4,298.77	\$64.00	\$1,984.00	\$52.00	\$1,612.00	\$55.00	\$1,705.00	\$41.25	\$1,278.75	\$90.00	\$2,790.00	\$200.00	\$6,200.00	\$131.48	\$4,075.86
B	Zone 2: California, Nevada, Utah, Arizona, Colorado, New Mexico	\$128.67	\$3,988.77	\$62.00	\$1,922.00	\$52.00	\$1,612.00	\$56.00	\$1,705.00	\$41.25	\$1,278.75	\$90.00	\$2,790.00	\$200.00	\$6,200.00	\$132.88	\$4,119.26
C	Zone 3: North Dakota, South Dakota, Nebraska, Minnesota, Iowa	\$33.67	\$1,043.77	\$34.00	\$1,054.00	\$48.00	\$1,488.00	\$38.50	\$1,193.50	\$41.25	\$1,278.75	\$90.00	\$2,790.00	\$200.00	\$6,200.00	\$107.60	\$3,335.74
D	Zone 4: Kansas, Missouri, Oklahoma, Texas, Louisiana, Arkansas	\$33.67	\$1,043.77	\$41.00	\$1,271.00	\$40.00	\$1,240.00	\$43.00	\$1,333.00	\$41.25	\$1,278.75	\$90.00	\$2,790.00	\$100.00	\$3,100.00	\$101.50	\$3,146.35
E	Zone 5: Wisconsin, Illinois, Michigan, Indiana, Ohio, Kentucky	\$33.67	\$1,043.77	\$33.00	\$1,023.00	\$43.25	\$1,340.75	\$33.00	\$1,023.00	\$41.25	\$1,278.75	\$90.00	\$2,790.00	\$100.00	\$3,100.00	\$100.40	\$3,112.25
F	Zone 6: Mississippi, Alabama, Tennessee, Georgia, Florida, S. Carolina, N. Carolina	\$33.67	\$1,043.77	\$34.00	\$1,054.00	\$36.00	\$1,116.00	\$43.00	\$1,333.00	\$41.25	\$1,278.75	\$90.00	\$2,790.00	\$100.00	\$3,100.00	\$102.86	\$3,188.51
G	Zone 7: W. Virginia, Virginia, Delaware, Maryland, Washington DC	\$33.67	\$1,043.77	\$36.00	\$1,116.00	\$39.25	\$1,216.75	\$38.50	\$1,193.50	\$41.25	\$1,278.75	\$60.00	\$1,860.00	\$100.00	\$3,100.00	\$95.68	\$2,966.16
H	Zone 8: Pennsylvania, New York, New Jersey, Connecticut, Massachusetts, Vermont, New Hampshire, Maine, Rhode Island	\$33.67	\$1,043.77	\$41.00	\$1,271.00	\$43.25	\$1,340.75	\$43.00	\$1,333.00	\$41.25	\$1,278.75	\$60.00	\$1,860.00	\$100.00	\$3,100.00	\$108.31	\$3,357.73
I	Zone 9: Alaska, Hawaii	\$138.67	\$277.34	\$176.00	\$352.00	\$195.00	\$390.00	\$147.00	\$294.00	\$70.00	\$140.00	\$120.00	\$240.00	\$80.00	\$1,600.00	\$220.99	\$441.98
	TOTAL OFFER:		\$470,877.50		\$750,409.50		\$514,451.25				\$2,348,876.25		\$1,245,900.00		\$467,387.50		\$487,156.97
	DISCOUNT:	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	10.00%	\$46,738.75	0.00%	\$0.00
	NET OFFER:		\$470,877.50		\$750,409.50		\$514,451.25				\$2,348,876.25		\$1,245,900.00		\$420,648.75		\$487,156.97

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

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Storefront Window Decals with Installation – General Usage

as requisitioned from the Chicago Government Publishing Office (GPO) and for
Various Federal Government Agencies

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on
January 7, 2020.

BID SUBMISSION: Facsimile bids are acceptable (see GPO Contract Terms, Pub. 310.2, effective December 1, 1987 (Rev. 06/01)). 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.

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

CONTRACT TERM: The term of this contract is for the period beginning February 1, 2020 and ending January 31, 2021, 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 this contract.

NOTE: This is a new contract. No prior abstract is available.

INFORMATION: For questions about these specifications contact Felicia McGurren at 312-353-3916 x3 (or x33524) or email fmcgurren@gpo.gov. Questions about these specifications should be forwarded at least 5 workdays before the Bid Deadline, in order to be addressed prior to bid submission.

Previous abstract information is available on the GPO website at:
<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing> or email fmcgurren@gpo.gov.

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-2057.

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 1987 (Rev. January 2018) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised September 2019)).

GPO Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>. The GPO Contract Terms publications noted above can be downloaded from the GPO website at the following: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf> and <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, 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 and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their 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 IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.) GPO will withhold payment of 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.

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.

The following are exceptions and additions to GPO’s published quality program, “Quality Assurance Through Attributes Program”, GPO Publication 310.1.

Registration – All color spots must be within +/- 0.012” when looking at a hard edge straight line such as type or border.

Alignment of installed seamed window panels – Seams must match within +/- 1/16” within in 24” and no more than 3/16” over 96”.

Edge to edge color accuracy on seamed panels (crossovers) or those to be used in a single mural with window muttons less than 6” wide in between may have a perceivable difference but not an objectionable difference.

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	Approved Proofs / Electronic Files
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs / Electronic Files

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be determined to be non-responsible for award. Installation and/or removal of these items may be subcontracted.

Allowance for occasional subcontracting of printing may be permitted only if a high volume of orders is received in a short timeframe. Allowance is defined as no more than approximately 10% of the total printing, when orders received in any one week exceeds 70 total sites. Any such allowance must have documented approval from the GPO contract administrator, and the requested subcontractor must be approved by GPO.

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.

SECURITY WARNING FOR PROPER HANDLING: Proper control and handling of all related site location, government and/or lease contract information must be securely maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Contractor must supply a written security plan at time of award. Award is subject to approval of the security plan and must be maintained throughout the contract and all option years. Contractor is responsible for notifying the GPO contract administrator or any relevant changes to security processes or procedures.

Contractor and contractor's authorized subcontractors are to be licensed, bonded and insured. Contractor is responsible for maintaining all related documents and license numbers in their permanent record keeping, and must furnish a copy of this information within 2 workdays upon any request from the agency or the GPO contract administrator.

POST AWARD CONFERENCE: The contractor may be required to attend one or more phone conference calls to discuss each installation site project. During the conference call graphic design, production, scheduling and/or installations/removals will be reviewed. The GPO contract administrator is anticipated to attend all primary conference calls. If the GPO contract administrator is not in attendance, the contractor is required to summarize the meeting and forward the discussion points for the documented record, and cc the agency point of contact.

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 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 February 1, 2020 to January 31, 2021, 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 October 31, 2020, 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.

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 February 1, 2020 through January 31, 2021 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.

RIGHTS ON DATA: Any fonts provided are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

REQUIREMENTS: This contract is 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: Submit 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 is required to furnish a courtesy copy of the invoice voucher including delivery receipts, within two (2) workdays of submission of the invoice voucher to the GPO FMCE, to the agency point of contact designated on each furnished GPO Form 2511 Print Order:

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

If the order requires installation and/or removal, the contractor will be required to include in their invoice voucher a signed receipt that the installation and/or removal has been completed to satisfaction.

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.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of storefront window clings/decals/wraps, requiring such operations as pickup/receipt of furnished materials, electronic prepress, proofs, measuring of storefronts, coordination of governmental and retail contract review for approval to install, printing in full color, packing, labeling, shipping/delivery, installation and removal, return of furnished materials and distribution.

TITLE: Storefront Window Decals with Installation – General Usage.

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

FREQUENCY OF ORDERS: It is anticipated that orders will be placed sporadically, but multiple orders may be placed at the same time, up to approximately 5 orders per day. The contractor will not be allowed additional workdays based on receipt of multiple orders placed at the same time, unless the total orders received exceeds 35 sites in any one week.

QUANTITY: Approximately 250 installation sites per year. A single GPO Print Order Form 2511 may contain one site order, or may contain multiple site orders, up to approximately 7 sites per print order.

WINDOWS AND SQUARE FOOTAGE: The average total material required per location is anticipated to be approximately 11 windows and approximately 175 square feet. Some locations will be smaller, larger, or have more or fewer windows. The occasional location may require installation on a second floor.

Some orders placed may be for only simple, small window decals that the agency may install themselves.

GOVERNMENT TO FURNISH:

Artwork: A range of artwork file formats is anticipated to be furnished by the agency to the contractor. See "GRAPHIC DESIGN AND PREPRESS SERVICES" for details.

Measurements: May be ordered by the agency, or furnished by the agency. See "MEASUREMENTS" for details.

GPO Print Order Form 2511: Print orders will generally be sent via email. At the Government's option, print orders may be furnished as a hard copy, a faxed copy, or by FTP. Contractor must be able to accept via email.

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.

EXAMINATION OF FURNISHED MATERIAL: Contractor must immediately upon receipt perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Additional charges or extensions in schedule will not be allowed due to contractor's failure to thoroughly examine material.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and Felicia McGurran at 312-353-3916 x 3 (or x 33524) in sufficient time to comply with the shipping schedule. 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. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility. These required electronic prepress operations are to be provided at no additional charge to the Government. These operations do not count in the three (3) hours of System Timework allowed per order.

GRAPHIC DESIGN AND PREPRESS SERVICES (SYSTEM TIMEWORK): Contractor will be required to provide a full range of graphic design, art direction and prepress services as requested by the ordering agency.

All orders will require the contractor to adapt the graphics for the individual location size and number of windows. Base designs and guidelines may be provided, but the contractor will be responsible for creating print files from the design files and guidelines.

A range of artwork file formats is anticipated to be furnished by the agency to the contractor. Artwork may be furnished in a size and resolution similar to final artwork files required thus requiring only minor adjustments, or artwork files such as text and images may be furnished in pieces to be combined by the contractor. In some cases, only sketch visuals may be furnished and contractor must assist with translating concepts into final artwork.

It is anticipated that a large number of orders will require the contractor to custom manipulate the pre-approved high resolution file from a program such as Adobe Photoshop (layered files), or equal program, without distortion for the individual size/number of windows and doors. Base designs and guidelines may be provided, however the contractor will be responsible for the custom fitting of the approved design files.

Furnished low-resolution files may have separate hi-resolution versions available. Contractor must not use low-resolution files for which separate hi-resolution files are available. Contractor must document approval of the use of any low-resolution images in the final output.

In most cases, the ordering agency will have branding requirements that must be adhered to, including approved colors, fonts, imagery, brand colors (Pantone) and handling of logo. Brand identity requirements may be available online through a simple internet keyword search, or the ordering agency may provide the documents or links to the documents.

Color Accuracy – Generally, supplied artwork files will be the standard for color matching. However, the agency may furnish hard copy color accurate proofs for the contractor to match. If there is a discrepancy between the colors in the furnished artwork and in the furnished hard copy proofs, the contractor MUST contact the agency for clarification of the required color standard. If no color visual is supplied (except in the case of Pantone colors to match in process color), Quality Level 3 standards of psychological reference colors (e.g., Green Grass, Blue Sky) will be used as the color standard. Human facial tones must be in the range of normal skin tones.

It is anticipated that a basic amount of graphic design and/or prepress services will be required for every order. Up to three (3) System Timework hours must be included in the contractor's Complete Product pricing. Over three (3) hours of System Timework hours may be chargeable, at the contractor's option. The description of the work performed after the initial three (3) hours must be submitted to the GPO contract administrator IN ADVANCE of the work proceeding, for GPO approval and the agency must be informed of any such charges prior to commencing the work, for their feedback.

MATERIAL SAMPLES: If the ordering agency would like to review a sample of the material to be utilized, the contractor will be required to furnish and deliver a sample within 2 workdays of request, at no additional cost to the Government. Any agency requests for different materials than specified in this contract must be brought to the attention of the GPO contract administrator for review and possible contract modification.

PROOFS: PDF proofs will be required for all orders. It is anticipated that up to five (5) rounds of PDF proofs may be required per order, however on occasion more rounds of proofs may be required. All PDF proofs are to be included in the quoted Complete Product pricing.

Contractor must email PDF proofs to the agency point(s) of contact and cc to the GPO contract administrator at fmcgurren@gpo.gov. See "SCHEDULE" for details related to the required timeframe for this process.

Contractor must call agency at the phone number provided on the GPO Print Order Form 2511 to confirm receipt of proofs.

IMPORTANT NOTE: Proofs must show the artwork superimposed on the site layout. Multiple views from different angles may be required prior to approval.

Contractor to submit “Press Quality” PDF “soft” proofs (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proofs will be evaluated for text flow, image position, and color breaks. Proofs will not be used for color match.

The contractor must not print prior to written receipt of an “OK to Print.”

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

STOCK: 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 and any amendments thereto.

Window decals are to be made of perforated .004” thick cast or .007” thick polymeric calendared vinyl with a suitable adhesive for outdoor use in all climates in the United States, including extreme heat or cold conditions.

Material Requirement: 80% of the area must be a solid printable area with a 20% open transparent area. The transparent area is to be created with round dots or holes of .055” to .060” in diameter. Opacity is to be controlled by spacing of the holes, and not the hole size.

PRINTING AND INKS: The product will be produced via inkjet wide format digital printing, provided that Quality Level 3 standards are maintained. Final output must be wet ink, pigment-based.

Lamination: Window decals are to be covered with a clear protective over laminate with a minimum thickness of .002”, per printed material manufacturer’s recommendations.

Inks: All window decals are to be printed in 4-color (full color) process, using fade-resistant UV inks.

Fade resistance: The inks used must not show any appreciable change in color after exposure in an Atlas Fadeometer for 680 standard fading hours or the equivalent.

All halftones are to be 85-line screen or finer and/or all ink-jetted materials are to be printed using a minimum of 720 X 720 dpi resolution if size is over 20 X 24” or 3.33 sq.ft, resolution. Sections smaller than 3.33 sq.ft. must have a minimum resolution of 1440 X 600 dpi. Contractor’s output RIP must provide an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Large volume of production may be required under this contract. The contractor will be required to document sufficient production and labor capacity to successfully fulfill the contract. Ordering may occur in excess of 35 sites per day. Contractor may be offered schedule consideration for any such level of required high volume production. Upon receipt of a very large volume of orders, the contractor must immediately contact the GPO contractor administrator to review agency’s placed orders.

Expected Usage: In general terms, the expected usable timeframe for the overall quality of any site installation is approximately at least 3 years, where the materials maintain color, adherence, withstand weather exposure, etc. Performance of less than 3 years may be cause for required contractor remedy.

Material and Printing Warranty: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to "one calendar year" from the date the check is tendered as final payment. All other provisions remain the same.

IDENTIFICATION MARKINGS: 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.

MARGINS: As suitable for each site installation.

PROJECT MANAGEMENT: Once a site installation order has started, the contractor is required to keep the ordering agency and the GPO contract administrator up-to-date on progress on a regular, consistent basis.

At a minimum of once per week, a status report must be emailed to the agency point of contact and cc'd to the GPO contract administrator at fmcgurren@gpo.gov.

If progress is moving quickly, more frequent updates may be suitable and are thus required.

The contractor is permitted to additionally utilize secure online access applications/tools/websites for project management. Any required training is solely the responsibility of the contractor, and must be accompanied by furnished written training instructions which are anticipated to include screen captures, etc. as suitable. Online project management CANNOT substitute for weekly status report updates to the agency and GPO.

GOVERNMENTAL AND RETAIL CONTRACT REVIEW: At the start of each order, the contractor is required to confirm that all governmental (local, state and/or federal) requirements, and all building and/or lease requirements that apply to the order are documented.

IF AGENCY REQUIRES CONTRACTOR TO COORDINATE REVIEWS: The contractor will be required to fill out all paperwork as required, coordinating information with the agency point of contact and collecting agency signatures as needed. The contractor will be required to furnish to the ordering agency and to the GPO contract administrator all related correspondence and approvals as suitable to each site installation.

IF AGENCY COORDINATES REVIEWS: The contractor will be required to guide the agency through the process as needed, and collect all paperwork as required, coordinating with the agency point of contact. The contractor will be required to document to the ordering agency and to the GPO contract administrator that all related approvals as suitable to each site installation are on file.

In some cases, there may be governmental, building or lease restrictions that restrict the application of window decals. Should any such restriction be encountered, the contractor must supply the ordering agency and the GPO contract administrator with a written refusal, showing name, title/rank and phone number of those refusing. Any refusals must be communicated to the ordering agency in the soonest possible timeframe, which is anticipated to be within approximately 5 workdays of receipt of the order.

NOTE: In the event that a retail center is sold as a commercial real estate transaction, the agency lessee will need documentation in place so that their installed window decals investment is protected. The contractor is required to ensure that a clause covering this eventuality is included in the contract review, whether the contractor completes the reviews or the agency completes the reviews.

MEASUREMENTS: The contractor will be required to contact the agency's point of contact before printing of any order, and confirm or gather the dimensions from the individual locations, within 2 workdays of receipt of each GPO Print Order Form 2511.

IF AGENCY ORDERS ON SITE MEASURING: Arranging measurement date and time will be the contractor's responsibility. If the contractor desires an agency point of contact to be on site during the measuring, the contractor must specify that clearly to the agency. Since material will be installed on the outside of windows, it is anticipated that the contractor may only need to inform the agency of their measurement schedule.

IF AGENCY PROVIDES MEASUREMENTS: The contractor will be responsible for providing a template document and instructions to assist the agency in collecting measurements, and the contractor must be available in a timely manner to answer all agency questions. Same day response is desired. Response within 1 workday is required.

INSTALLATION: Window decals may be required to be installed at locations across all 50 United States. Most of these locations are rented or leased space.

Indoor or outdoor exposure: It is anticipated that installations are to be on the outside of the building for most orders, with exposure to all weather conditions. The occasional order may require installation on the inside of the building, protected from weather conditions, for example inside a shopping mall.

Placement on inside or outside of windows: It is anticipated that the installations are to be on the outside of the windows for most orders. The occasional order may require installation on the inside of the windows.

For simple orders, the agency may elect to do the installation themselves.

Window wraps must be installed per perforated materials manufacturer's recommendations, which may include but are not limited to leaving material 1/8' short from any window edge or rubber window gasket and/or edge taping. For any windows requiring vertical seams in material, the seams are to be butted tight together and have no overlaps. All glass window surfaces are to be cleaned to match materials manufacturer's requirements prior to installation.

Some orders may require installation to windows on a second floor. If ordered, contractor is required to furnish all equipment and materials as needed. Additional workdays are permitted for this requirement, but no delays in installation are permitted for not planning accordingly (for example, installer must not arrive on site, then have to return on another day to complete the installation on the second floor because it was not correctly planned for). An additional charge for second floor installation is permitted, see "SCHEDULE OF PRICES".

IF AGENCY ORDERS INSTALLATION: Coordination of all install dates and times will be the contractor's responsibility, and must take into account all related requests and feedback from the agency (see "SCHEDULE" for details).

Installation Warranty: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to "one calendar year" from the date the check is tendered as final payment. All other provisions remain the same.

Installation Damage: Any damage that occurs during installation is fully the responsibility of the contractor. At the agency's option, reimbursement for any damage may be required by: deducting the funds from the contractor's invoice amount, by separate payment of funds, or by contractor's repair of the damage. Resolution of any damage-related issues must be processed in a timely manner, usually within 30 calendar days.

IF AGENCY DOES THE INSTALLATION: If the agency chooses to do their own installation, the contractor must provide installation instructions with the delivered items, and be available to answer any agency questions related to installation in a timely manner. Same day response is preferred. Response within 1 workday is required. The contractor will not be required to warranty the agency's installation.

REMOVAL: On occasion, the agency may order existing window decals to be removed. Coordination of all removal dates and times will be the contractor's responsibility, and must take into account all related requests and feedback from the agency (see "SCHEDULE" for details).

Removal Damage: Any damage that occurs during removal is fully the responsibility of the contractor. At the agency's option, reimbursement for any damage may be required by: deducting the funds from the contractor's invoice amount, by separate payment of funds, or by contractor's repair of the damage. Resolution of any damage-related issues must be processed in a timely manner, usually within 30 calendar days.

PACKING AND LABELING: Pack furnished materials suitably in shipping containers not to exceed 45 lbs. when fully packed. Pack in heavy duty cartons (275 psi) with padded corners to prevent damage.

The following must be included on all shipping containers and labels: Program Number, Print Order Number, Requisition Number, Jacket Number and Title.

GPO "VERIFICATION OF DELIVERY": Contractor MUST email delivery verification information to VerifyChicago@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of **f.o.b. contractor city** (at government's expense), enter the date of shipment. If a contract specifies **f.o.b. destination** (at contractor's expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

DISTRIBUTION: Costs for delivery must be included in the contractor's bid prices under Item IV, Delivery.

All materials deliver F.O.B. Destination (at contractor's expense) via traceable means. Inside delivery is anticipated to be required.

Contractor must notify the agency point of contract on the same day that the material ships, via email with a cc to the GPO contract administrator. The email must include Program Number, Print Order Number, Jacket Number, Requisition Number and Title and/or site Location. The notice must provide all applicable tracking numbers, shipping method, etc.

All window decals are to be delivered to the installer's requested address, and the installers are to deliver to the installation site. In the rare case when the installer is traveling by public or commercial transportation and cannot carry the packaged window decals, arrangement may be made with the agency storefront point of contact to receive the items, but delivery must be arranged in advance for acceptance, or the delivery may be refused.

Orders that will be installed by the agency will deliver to the address stated on the GPO Print Order Form 2511. The allowable flat fee charges for delivery will be based on the prices quoted in the Schedule of Prices. The prices will be based on delivery to the established Government zones below:

Zone 1: The states of Washington, Oregon, Idaho, Montana, and Wyoming

Zone 2: The states of California, Nevada, Utah, Arizona, Colorado, and New Mexico

Zone 3: The states of North Dakota, South Dakota, Nebraska, Minnesota, and Iowa

Zone 4: The states of Kansas, Missouri, Oklahoma, Texas, Louisiana, and Arkansas

Zone 5: The states of Wisconsin, Illinois, Michigan, Indiana, Ohio, and Kentucky

Zone 6: The states of Mississippi, Alabama, Tennessee, Georgia, Florida, South Carolina, and North Carolina

Zone 7: The states of West Virginia, Virginia, Delaware, Maryland, and the District of Columbia

Zone 8: The states of Pennsylvania, New York, New Jersey, Connecticut, Massachusetts, Vermont, New Hampshire, Maine, and Rhode Island

Zone 9: The states of Alaska and Hawaii

RETURN OF GOVERNMENT FURNISHED MATERIALS: Upon completion of each order, all furnished materials must be packed separately and returned to the agency unless otherwise indicated on the GPO Print Order Form 2511, and shall be marked with program number, print order number, jacket number and requisition number.

All expenses incidental to picking up and returning materials, submitting and picking up proofs, and/or 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 Print Order Form 2511).

No definite schedule for pickup of material can be predetermined. The Government will notify the contractor when furnished material and print order are available for pickup.

Capacity Requirement: Multiple site orders may be placed on one GPO Print Order Form 2511, and multiple print orders may be placed on the same day. No additional time will be allowed for multiple print orders whose schedules overlap. Ordering in excess of 35 sites per week may be offered schedule consideration for all processes except for printing. Contractor must immediately contact the GPO contractor administrator to review agency's placed orders, and the agency's requirements will be a strong consideration in the review process.

All pickups and deliveries of government furnished material must be made Monday through Friday, exclusive of Federal Holidays, before 3:30 pm local prevailing time. Pickup and delivery of material related to installation shall be coordinated with the related parties to their mutual satisfaction.

Contractor must acknowledge receipt of order (GPO Print Order Form 2511) within 1 workday.

Governmental and Contract Review Schedule:

If ordered, contractor must begin review process within 2 workdays of receipt of order. All reviews are anticipated to be completed within 10 workdays, up to a maximum of 30 calendar days. Any extensive delays in completing reviews must be brought to the attention of the agency and the GPO contract administrator and must be fully documented.

Measurement Schedule:

If ordered, contractor must complete the measurements process within 7 workdays of receipt of order. Any extensive delays in completing the measurement process must be brought to the attention of the agency and the GPO contract administrator and must be fully documented.

Graphic Design and PDF Proof Schedule:

Contractor must complete the design process within approximately 7 workdays of receipt of order. Any extensive delays in completing the design process must be brought to the attention of the agency and the GPO contract administrator and must be fully documented. The first concept PDF proofs must be provided within 3 workdays of receipt of materials and direction from the agency. The Agency will hold each round of proofs for 2 workdays. Additional rounds of proofs must be furnished within 2 workdays of receipt of agency feedback.

Printing and Delivery to Installer Schedule:

Upon receipt of the “OK to Print”, contractor must complete the production and delivery process within 6 workdays. Any extensive delays in completing delivery must be brought to the attention of the agency and the GPO contract administrator and must be fully documented.

Installation Schedule:

If ordered, contractor must complete the installation process within 10 workdays of agency approval of visual design (assumes the governmental and contract reviews, and the measurements, are completed). An additional 3 workdays is permitted for installations that include a second floor. Any extensive delays in completing the installation process must be brought to the attention of the agency and the GPO contract administrator and must be fully documented.

Removal Schedule:

If ordered, contractor must complete the removal process within 7 workdays of receipt of order. An additional 3 workdays is permitted for removals that include a second floor. Any extensive delays in completing the installation process must be brought to the attention of the agency and the GPO contract administrator and must be fully documented.

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 (1) 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.

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

- I. (A) 750
- (B) 42,000
- (C) 2,680

- II. (A) 240
- (B) 240
- (C) 42,750
- (D) 1
- (E) 525

- III. (A) 20

- IV. (A) 31
- (B) 31
- (C) 31
- (D) 31
- (E) 31
- (F) 31
- (G) 31
- (H) 31
- (I) 2

SECTION 4. - SCHEDULE OF PRICES

Bids offered are F.O.B. Destination.

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 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.

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.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary, including project coordination, up to 3 hours of graphic design/prepress time (System Timework), all PDF proofs, material, printing, packing, etc., for the complete production of the product listed in accordance with these specifications, with the exception of Items II. through IV.

Square footage calculations must be rounded up to next whole number of square feet.

Number of windows = Total of individual cut panels, windows, window panes, doors.

Order pricing will be applied as either A. or B. (not both) + C.

(A) Print Production of Graphics:
Total up to 99 sq. ft.....per installation address.....per sq. ft.....\$ _____

(B) Print Production of Graphics:
Total 100 or more sq. ft.....per installation address.....per sq. ft.\$ _____

(C) Number of windows.....per installation address.....per each\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

II. ADDITIONAL OPERATIONS:

- (A) Governmental and Retail Contract Review.....flat fee per site..... \$ _____
- (B) Site Measuring.....flat fee per site..... \$ _____
- (C) Site Installation.....per installation address.....per sq. ft. \$ _____
- (D) Second Floor Installation.....flat fee per site..... \$ _____
- (E) Site Removal.....per installation address.....per sq. ft. \$ _____

III. GRAPHIC DESIGN AND PREPRESS SERVICES:

- (A) System Timework, after 3 hours..... per hour..... \$ _____

IV: DELIVERY: Bidder’s offered prices must be a flat fee to one installation address, by zone. Inside delivery is anticipated to be required.

- (A) Zone 1: Washington St., Oregon, Idaho, Montana, Wyoming \$ _____
- (B) Zone 2: California, Nevada, Utah, Arizona, Colorado, New Mexico \$ _____
- (C) Zone 3: North Dakota, South Dakota, Nebraska, Minnesota, Iowa \$ _____
- (D) Zone 4: Kansas, Missouri, Oklahoma, Texas, Louisiana, Arkansas \$ _____
- (E) Zone 5: Wisconsin, Illinois, Michigan, Indiana, Ohio, Kentucky \$ _____
- (F) Zone 6: Mississippi, Alabama, Tennessee, Georgia, Florida,
South Carolina, North Carolina \$ _____
- (G) Zone 7: W. Virginia, Virginia, Delaware, Maryland, Washington DC \$ _____
- (H) Zone 8: Pennsylvania, New York, New Jersey, Connecticut,
Massachusetts, Vermont, New Hampshire, Maine, Rhode Island \$ _____
- (I) Zone 9: Alaska, Hawaii \$ _____

NOTE: Failure to offer a delivery charge to any of the above zones may eliminate a bidder from consideration for award. Delivery costs will be a consideration in award.

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

BIDDERS NOTE: Indicate below the anticipated method of delivery to be used for this contract:

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

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).

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 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.

CONTRACTOR’S NAME AND SIGNATURE: Fill out and return one copy of all pages in “Section 4. - Schedule of Prices,” initial or sign each in the space provided. Additionally, see Page 1.

Contractor _____

(Street Address) (City – State – Zip)

By _____
(Signature and title of person authorized to sign this bid) (Date)

(Person to be Contacted) (Telephone Number) (Fax Number)

(Email Address) (Contractor’s Code No.)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
