

**PROGRAM No. 1580-S      June 1, 2021 thru May 31, 2022 plus 4 option years**

**TITLE: Polyester Tags**

**Department of Energy**

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	Paramount Press (N & E Holdings) Arvada, CO	
			UNIT PRICE	COST
<b>I.</b>	<b>COMPLETE PRODUCT</b>			
<b>A</b>	<b>Laminated Polyester Tags:</b>			
(a)	Item A1: ORNL-942/UCN-19208.....per 100 copies	15	115.00	1,725.00
(b)	Item A2: UCN-20760/UCN-21099 ..... per 100 copies	4	115.00	460.00
(c)	Item A3: UCN-17328			
(1)	Quantity up to 900 copies..... per 100 copies	20	95.00	1,900.00
(2)	Quantity from 901 to 1500 copies .....per 100 copies	24	62.00	1,488.00
(d)	Item A4: UCN-21060/UCN-21060A ... per 100 copies	19	115.00	2,185.00
(e)	Item A5: UCN-10441 ..... per 100 copies	10	92.00	920.00
(f)	Item A6: ORNL-272.....per 100 copies	53	85.00	4,505.00
(g)	Item A7: UCN-23129 ..... per 100 copies	7	90.00	630.00
(h)	Item A8: UCN-26034 ..... per 100 copies	3	140.00	420.00
<b>B</b>	<b>Unlaminated Polyester Tags:</b>			
(a)	Item B1: UCN-16754 ..... per 100 copies	6	95.00	570.00
(b)	Item B2: UCN-16673 ..... per 100 copies	20	67.00	1,340.00
(c)	Item B3: UCN-21254 ..... per 100 copies	10	60.00	600.00
(d)	Item B4: UCN-21824 ..... per 100 copies	5	65.00	325.00
<b>C</b>	<b>Laminated 2-Part Polyester Tag Sets:</b>			
(a)	Item C1: ORNL-236L ..... per 100 sets	38	115.00	4,370.00
(b)	Item C2: ORNL-186 ..... per 100 sets	50	97.00	4,850.00
(c)	Item C3: ORNL-206/UCN-21855 ..... per 100 sets	6	125.00	750.00
<b>D</b>	<b>Unlaminated 2-Part Polyester Tag Sets:</b>			
(a)	Item D1: ORNL-236 ..... per 100 sets	38	105.00	3,990.00
<b>E</b>	<b>Unlaminated 2-Part Paper Tag Sets:</b>			
(a)	Item E1: ORNL-131UN ..... per 100 sets	60	42.40	2,544.00
	CONTRACTOR TOTAL			\$ 33,572.00
	PROMPT PAYMENT DISCOUNT		0.00%	\$0.00
	CONTRACTOR TOTAL WITH PROMPT PAYMENT DISCOUNT			\$ 33,572.00

**AWARDED**

Abstracted by: TDS 5/26/2021

Reviewed by: RLW 5/27/2021

Contract Awarded to: Paramount Press

*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).*

U.S. GOVERNMENT PUBLISHING OFFICE  
Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of  
Polyester Tags

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Department of Energy – Oak Ridge, TN

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning June 1, 2021 and ending May 31, 2022, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “*Option to Extend the Term of Contract*”, and “*Economic Price Adjustment*” clauses in Section 1 of this contract.

**QUOTE OPENING:** Quotes shall be opened at 11:00 a.m., prevailing Columbus, Ohio time, on **May 25, 2021** at the U.S. Government Publishing Office, Columbus Regional Office.

**QUOTE SUBMISSION:** Bidders **MUST** submit email quotes to [bidscolumbus@gpo.gov](mailto:bidscolumbus@gpo.gov) for this solicitation. No other method of quote submission will be accepted at this time.

The company name, program number, and quote opening date must be specified in the subject line of the emailed quote submission. Quotes received after 11:00 a.m. prevailing Columbus, Ohio time on the quote opening date specified above will not be considered for award.

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

- Quote submission provisions under “*Additional Emailed Quote Submission Provisions*” on page 4.
- Additional changes scattered throughout.

Abstract is available on GPO website at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature email Russell Woodmancy at [rwoodmancy@gpo.gov](mailto:rwoodmancy@gpo.gov), (614) 488-4616, ext. 8.

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 9-19)).

- **GPO Contract Terms (GPO Publication 310.2)** – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>.
- **GPO QATAP (GPO Publication 310.1)** – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.
- **More GPO Publications can be found at:** <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV. This shall include an image reproduced by any means.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Digital Files
P-9. Solid or Screen Tints Color Match	Pantone Matching System

Must conform to Federal Specs. UU-T-81 in all respects except for “5. *Prep for Delivery*”, size and where superseded by Federal Spec A-A-900B and ANSI/ASQC Z 1.4.

**OPTION TO EXTEND THE TERM OF CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract **may not exceed five (5) years (May 31, 2026)** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “*Extension of Term of Contract*” clause. See also “*Economic Price Adjustment*” for authorized pricing adjustment(s).

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

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **June 1, 2021 through May 31, 2022**, 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 **February 28, 2021, called the base index**. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

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

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a Purchase Order issued to the contractor to cover work performed. The Purchase Order will be supplemented by an individual “*Print Order*” for each job placed with the contractor. The Print Order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet(s)
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of Print Orders by the Government. Orders may be issued under the contract from **June 1, 2021 through May 31, 2022** 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. This 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.

**ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed quote including, but not limited to, the following –

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email quote is received by GPO, it will remain unopened until the specified quote opening time. Government personnel will not validate receipt of the emailed quote prior to quote opening. GPO will use the prevailing Columbus, Ohio time and the exact time that the email is received by GPO's email server as the official time stamp for quote receipt at the specified location.

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

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

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

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

**SECTION 2. – SPECIFICATIONS**

**SCOPE:** These specifications cover the production of polyester tags and 2-part tags requiring such operations as electronic prepress, printing, laminating, drilling, numbering, perforating, clipping corners, reinforcing holes, inserting string or wire, shrink-film packaging, and delivery.

**TITLE:** Polyester Tags

**ANTICIPATED REQUIREMENTS:** Based on prior year and anticipated usage, approximately 34 orders per year. Approximately 100 to 5,000 copies/sets per order, see items for breakdown.

GROUP A. LAMINATED POLYESTER TAGS

GROUP B. UNLAMINATED POLYESTER TAGS

GROUP C. LAMINATED 2-PART POLYESTER TAG SETS

GROUP D. UNLAMINATED 2-PART POLYESTER TAG SETS

GROUP E. UNLAMINATED 2-PART PAPER TAG SETS

FORM	GROUP	ITEM	TAG NAME
ORNL-942	A	A1	Stop - Do Not Operate
UCN-19208	A	A1	Stop - Do Not Operate
UCN-20760	A	A2	Boundary Marker Identification Tag
UCN-21099	A	A2	Hold for Future Projects Tag
UCN-17328	A	A3	Danger - Do Not Operate Tag
UCN-21060	A	A4	Notice Out of Service, Do Not Operate Tag
UCN-21060A	A	A4	Permanently Out of Service Tag
UCN-10441	A	A5	Electrical Caution Tag
ORNL-272	A	A6	Lockout/Tagout
UCN-23129	A	A7	Temporary Label Tag
UCN-26034	A	A8	Y-12 Plant
UCN-16754	B	B1	Testing Eye-Bath & Shower, MATL 4310
UCN-16673	B	B2	Y-12 Extinguisher Maintenance Record
UCN-21254	B	B3	Nuclear Materials Control & Accountability Tag
UCN-21824	B	B4	Out of Service, Call 911
ORNL-236L	C	C1	Caution Radioactive Material
ORNL-186	C	C2	Caution – Radiation Protection Restricted Release
ORNL-206	C	C3	Rejected
UCN-21855	C	C3	Rejected
ORNL-236	D	D1	Caution-Radioactive Material
ORNL-131UN (inside use)	E	E1	Radiation Protection Material Certification Tag (Indoor)

**DESCRIPTION:** The following is anticipated:

**A. LAMINATED POLYESTER TAGS:**

ITEM A1: *Stop- Do Not Operate*

Anticipate 3 order(s) per year, approximately 500 copies per order.

*Trim Size:* 3-1/4 x 6-3/4".

*Stock:* White 10-mil Matte Finish Polyester.

*Laminate:* 2-mil clear pressure-sensitive polyester sheet adheres to top (approximately 11/16") portion of the tag (on front) with balance of sheet having a removable backing sheet. Pressure-sensitive area must end not less than 5-1/2" from top edge of tag.

*Printing:* Print head to head in Black plus Pantone 185 Red, ink traps. Reverse printing required. Bleeds all four sides.

*Drill:* Drill two 1/2" holes, reinforced with rust-resistant single edge metal eyelet. One hole at top center, center of hole is 1/2" from top edge. Second hole placed in upper right corner, center of hole is 1/2" from top and 1/2" from right edge.

*Corners:* Square

*Notch:* Notch bottom center of tag to facilitate destruction.

*Wrap/Pack:* Shrink-film wrap 25 per package.

*Mark For:* **ORNL-942, UCN-19208** or as indicated on individual Print Order."

ITEM A2: *Boundary Marker Identification Tag or Hold for Future Projects Tag*

Anticipate 1 order per year, approximately 400 copies per order.

*Trim Size:* 5 x 7"

*Stock:* White 10-mil Matte Finish Polyester

*Laminate:* 2-mil clear pressure-sensitive polyester sheet to start at line to right of eyelet and go full length of front of form.

*Printing:* Print front only in Pantone 288.

*Drill/Wire:* Drill one 3/16" diameter hole at center and reinforce with rust-resistant metal eyelet and string with 12" double twisted rust-resistant wire.

*Corners:* Round corners at holes end.

*Wrap/Pack:* Shrink-film wrap 25 per package.

*Mark For:* **UCN-20760, UCN-21099** or as indicated on the individual Print Order.

ITEM A3: *Danger - Do Not Operate Tag*

Anticipate 5 orders, approximately 325 to 1,500 copies per order.

*Trim Size:* 3 x 5-1/2"

*Stock:* White 10-mil Matte Finish Polyester.

*Laminate:* 2-mil clear pressure-sensitive polyester sheet adheres to top 1-1/2" for form with release liner from 1-1/2" from top of form to perforation.

*Printing:* Print face and back in black ink and Pantone 185. No bleeds. Reverse printing required.

*Perforation:* Perforate the full 3" width, 1-1/16" from bottom of tag.

*Drill:* Drill one 3/8" diameter hole at top center and reinforce with rust-resistant metal eyelet. No string required.

*Corners:* Round all corners.

*Notch:* Notch bottom center of tag to facilitate destruction.

*Wrap/Pack:* Shrink-film wrap 25 per package.

*Mark For:* **UCN-17328** or as indicated on the individual Print Order.

ITEM A4: *Notice Out of Service, Do Not Operate Tag, or Permanently Out of Service Tag*

Anticipate 2 orders per year, approximately 900 to 1,000 copies per order.

- Trim Size:* 3-1/2 x 6"  
*Stock:* White 10-mil Matte Finish Polyester.  
*Laminate:* 2-mil clear pressure-sensitive polyester sheet adheres to the top (approximately 7/8") portion of tag (front only) with balance of sheet having a removable backing sheet. Pressure sensitive area must end not less than 5-3/4" from top edge of tag.  
*Printing:* Both sides in black ink and process blue.  
*Drill:* Drill one 3/8" diameter hole at top center and reinforce with rust-resistant metal grommet. No string required.  
*Corners:* Angle cut upper left/right corners at holes end. Round bottom corners.  
*Wrap/Pack:* Shrink-film wrap 25 per package.  
*Mark For:* **UCN 21060, UCN-21060A** or as indicated on the individual Print Order.

ITEM A5: *Electrical Caution Tag*

Anticipate 2 orders per year, approximately 500 copies per order.

- Trim Size:* 3-1/4 x 6-1/4"  
*Stock:* Canary 10-mil Matte Finish Polyester.  
*Laminate:* 2-mil clear pressure-sensitive polyester sheet on front and back of tag, hinged 7/8" from left.  
*Printing:* Both sides in black ink. Bleeds top, bottom and right.  
*Drill:* Drill one 1/4" diameter hole at left center and reinforce with rust-resistant metal eyelet.  
*Corners:* Round or angle cut upper/lower left corners at holes end.  
*Wrap/Pack:* Shrink-film wrap 25 per package.  
*Mark For:* **UCN-10441** or as indicated on the individual Print Order.

ITEM A6: *Lockout/Tagout*

Anticipate 3 orders per year, approximately 1,200 to 2,500 copies per order.

- Trim Size:* 3 x 5-1/2"  
*Stock:* White 10-mil Matte Finish Polyester.  
*Laminate:* 2-mil clear pressure-sensitive polyester sheet adheres to top 1-1/2" for form with release liner from 1-1/2" from top of form to perforation.  
*Printing:* Print face and back in black ink and Pantone 185. No bleeds. Reverse printing required.  
*Perforation:* Perforate the full 3" width, 1-1/16" from bottom of tag.  
*Drill:* Drill one 3/8" diameter hole at top center and reinforce with rust-resistant metal eyelet. No string required.  
*Corners:* Round all corners.  
*Notch:* Notch bottom center of tag to facilitate destruction.  
*Wrap/Pack:* Shrink-film wrap 25 per package.  
*Mark For:* **ORNL-272** or as indicated on the individual Print Order.



ITEM A7: Temporary Label Tag

Anticipate 1 order per year, approximately 700 copies per order.

- Trim Size:* 3 x 5-1/2"
- Stock:* White 10-mil Matte Finish Polyester.
- Laminate:* 2-mil clear pressure-sensitive polyester sheet adheres to top 1" of form with release liner from top of form to perforation.
- Printing:* Floodcoat both sides, 100% coverage, in Pantone 375 Green. Overprint face and back in black ink. No bleeds.
- Numbering:* Number in 4 locations. Front: 1 location above perforation and 1 location below perforation. Back: 1 location above perforation and 1 location below perforation. Consecutively number in black ink in "T" block. Missing numbers not acceptable. Numbers to be 3/16" or 1/4" and sequenced as indicated on individual print order.
- Perforation:* Perforate the full 3" width, 2-3/4" from bottom of tag.
- Drill:* Drill one 3/8" diameter hole centered on top 3" dimension and reinforce with rust-resistant metal eyelet. No string required.
- Corners:* Round all corners.
- Notch:* Notch bottom center of tag to facilitate destruction.
- Wrap/Pack:* Shrink-film wrap 25 per package.
- Mark For:* **UCN-23129** or as indicated on the individual Print Order.

ITEM A8: Y-12 Plant

Anticipate 1 order per year, approximately 200 to 500 copies per order.

- Trim Size:* 2-1/2 x 4".
- Stock:* Yellow 10-mil Matte Finish Polyester.
- Laminate:* 2-mil clear pressure-sensitive polyester sheet adheres to top 1-1/2" of form with release liner 1-1/2" from top of form. Pressure sensitive area must end not less than 4" from top, removable backing 2-1/2" from top.
- Printing:* Print face only in black ink. No bleeds.
- Drill:* Drill one 3/8" diameter hole at top center, center of hole is 1/4" from top of tag, reinforce hole with rust-resistant metal eyelet, and string with 12" double twisted rust-resistant wire.
- Corners:* Square
- Notch:* Notch bottom center of tag to facilitate destruction.
- Wrap/Pack:* Shrink-film wrap 25 per package.
- Mark For:* **UCN-26034** or as indicated on individual Print Order.

**B. UNLAMINATED POLYESTER TAGS:**

ITEM B1: *Testing Eye-Bath & Shower, MATL 4310*

Anticipate 2 orders per year, approximately 300 copies per order.

- Trim Size:* 5 x 8"  
*Stock:* White 10-mil Matte Finish Polyester.  
*Printing:* Floodcoat both sides of stock with Pantone 802 Green and overprint both sides in black ink. Inks must be waterproof and tag surfaces must accept indelible marker with no wash-off. (Tags will hang in shower for up to 1 year). Bleeds all four sides.  
*Drill/Wire:* Drill one 3/16" diameter hole at top center and reinforce with rust-resistant metal eyelet and string with not less than 12" rust-resistant wire, double twisted.  
*Wrap/Pack:* Shrink-film wrap 25 per package.  
*Mark For:* **UCN-16754** or as indicated on the individual Print Order.

ITEM B2: *Y-12 Extinguisher Maintenance Record*

Anticipate 2 orders, approximately 1,000 copies per order

- Trim Size:* 3 x 5"  
*Stock:* White 10-mil Matte Finish Polyester.  
*Printing:* Floodcoat both sides, 100% coverage in Pantone 278. Overprint face and back in black ink.  
*Drill/String:* Drill one 3/16" diameter hole at top center and reinforce with rust-resistant metal eyelet string with 12" cotton string.  
*Corners:* Angle cut upper left/right corners at holes end.  
*Wrap/Pack:* Shrink-film wrap 100 per package.  
*Mark For:* **UCN-16673** or as indicated on the individual Print Order.

ITEM B3: *Nuclear Materials Control & Accountability Tag*

Anticipate 1 order per year, approximately 1,000 copies per order.

- Trim Size:* 6-1/4 x 4"  
*Stock:* White 10-mil Matte Finish Polyester.  
*Printing:* Print head-to-foot in Pantone 266 purple. Surface must be able to accept ink from ballpoint pen or permanent marker (similar to Sharpie brand).  
*Drill:* Drill one 3/8" diameter hole centered on the left 4" dimension. No hole reinforcement or string required.  
*Corners:* Angle cut upper and lower left corners. Round remaining corners.  
*Wrap/Pack:* Shrink-film wrap 50 per package.  
*Mark For:* **UCN-21254** or as indicated on the individual Print Order.

**ITEM B4:** *Out of Service, Call 911*

Anticipate 1 order per year, approximately 500 copies per order.

- Trim Size:* 3-1/2 x 6"  
*Stock:* White 10-mil Matte Finish Polyester.  
*Printing:* Print face and back in Pantone 185. Bleeds all sides. Reverse printing required.  
*Drill:* Drill one 3/8" diameter hole at top center and reinforce with rust-resistant metal eyelet.  
*Corners:* Clip corners at holes end.  
*Wrap/Pack:* Shrink-film wrap 25 copies per package.  
*Mark For:* **UCN-21824** or as indicated on the individual Print Order.

**C. LAMINATED 2-PART POLYESTER TAG SETS:**

**ITEM C1:** *Caution Radioactive Material*

Anticipate 3 orders, approximately 1,000 to 1,500 sets per order.

- Trim Size:* 4 x 9"  
*Stock:* Part 1: 20 lb. Canary Writing  
Part 2: 10-mil Canary Matte Finish Polyester.  
*Laminate:* 2-mil clear pressure-sensitive polyester sheet adheres to the top 1/2" portion of the tag in front of part 1 with balance of the sheet having a removable backing sheet.  
*Carbon:* Interleave between Parts 1 and 2 with one-time black carbon.  
*Printing:* Part 1: Print face only in Opaque Magenta.  
Part 2: Print head to head in Opaque Magenta.  
*Numbering:* Number consecutively in red ink in upper left corner. Numbers to be positioned above date and below double rules. Numbers to be 3/16" to 1/4" high. No crash numbering or missing numbers allowed.  
*Perforation:* Stub perforation the full 4" way, 1/2" from top to allow for extraction of Part 1 and carbon. (If necessary, stub perforation may be slightly below the 1/2" area where laminate adheres.  
*Drill/Wire:* Drill one 3/8" diameter hole at top center and reinforce with rust-resistant metal eyelet and string with not less than 12" double twisted rust-resistant wire.  
*Wrap/Pack:* Shrink-film wrap 25 sets per package.  
*Mark For:* **ORNL-236L** or as indicated on the individual Print Order.

ITEM C2: Caution – Radiation Protection Restricted Release

Anticipate 1 order per year, approximately 5,000 sets per order.

- Trim Size:* 4 x 9"
- Stock:* Part 1: 20 lb. Buff Writing  
Part 2: 10-mil Light Brown Matte Finish Polyester.
- Laminate:* 2-mil clear pressure-sensitive polyester sheet adheres to the top ½" portion of the tag in front of part 1 with balance of the sheet having a removable backing sheet.
- Carbon:* Interleave between Parts 1 and 2 with one-time black carbon.
- Printing:* Part 1: Print face only in black ink.  
Part 2: Print face only in black ink.
- Numbering:* Number consecutively in red ink in tag number box in upper right corner. Numbers to be 3/16" to ¼" high. No crash numbering or missing numbers allowed.
- Perforation:* Stub perforation to full 4" way, 5/8" from top, to allow for extraction of Part 1 and carbon before laminate is applied.
- Drill/Wire:* Drill one 3/8" diameter hole at top center and reinforce with rust-resistant metal eyelet and string with not less than 12" double twisted rust-resistant wire.
- Wrap/Pack:* Shrink-film wrap or paper band 10 sets per package.
- Mark For:* **ORNL-186** or as indicated on the individual Print Order.

ITEM C3: Rejected

Anticipate 1 order per year, approximately 600 sets per order.

- Trim Size:* 5-3/4 x 3-1/2"
- Stock:* Part 1: 20 lb. Salmon or Canary Writing (as indicated on the individual print order)  
Part 2: 10-mil White Matte Finish Polyester.
- Laminate:* 2-mil clear pressure-sensitive polyester sheet adheres to the left 7/8" portion of the tag in front of part 1 with balance of the sheet having a removable backing sheet.
- Carbon:* Interleave between Parts 1 and 2 with one-time black carbon.
- Printing:* Floodcoat both sides of polyester stock with Pantone PMS 812 or PMS 803 as indicated on the individual print order (2 times) and overprint as follows:  
Part 1: Print face only in black ink.  
Part 2: Print face and back black ink.
- Numbering:* Number consecutively in black ink in tag number box. Numbers to be 3/16" to ¼" high. No Crash numbering or missing numbers allowed.
- Perforation:* Stub perforation to full 3-1/2" way, 7/8" from left, to allow for extraction of Part 1 and carbon before laminate is applied.
- Drill/Wire:* Drill one 3/8" diameter hole at center left and reinforce with rust-resistant metal eyelet and string with not less than 12" double twisted rust-resistant wire.
- Wrap/Pack:* Shrink-film wrap 25 sets per package.
- Mark For:* **ORNL-206, UCN-21855**, or as indicated on the individual Print Order.

**D. UNLAMINATED 2-PART POLYESTER TAG SETS:**

ITEM D1: *Caution-Radioactive Material*

Anticipate 2 orders, approximately 1,500 to 2,000 sets per order.

*Trim Size:* 4 x 9"

*Stock:* Part 1: 20 lb. Canary Writing  
Part 2: 10-mil Canary Matte Finish Polyester.

*Carbon:* Interleave between Parts 1 and 2 with one-time black carbon.

*Printing:* Part 1: Print face only in Opaque Magenta.  
Part 2: Print head to head in Opaque Magenta.

*Numbering:* Number consecutively in red ink in upper left corner. Numbers to be positioned above date and below double rules. Numbers to be 3/16" to 1/4" high. No crash numbering or missing numbers allowed.

*Perforation:* Stub perforation the full 4" way, 1/2" from top to allow for extraction of Part 1 and carbon. (If necessary, stub perforation may be slightly below the 1/2" area where laminate adheres.)

*Drill/Wire:* Drill one 3/8" diameter hole at top center and reinforce with rust-resistant metal eyelet and string with not less than 12" double twisted rust-resistant wire.

*Wrap/Pack:* Shrink-film wrap 25 sets per package.

*Mark For:* **ORNL-236** or as indicated on the individual Print Order.

**E. UNLAMINATED 2-PART PAPER TAG SETS:**

ITEM E1: *Radiation Protection Material Certification Tag (Indoor)*

Anticipate 2 orders per year, approximately 3,000 sets per order.

*Trim Size:* 4 x 9-1/8"

*Stock:* Part 1: 20 lb. Green Writing  
Part 2: 13 CSU High-Finish Green Tag.

*Carbon:* Interleave between Parts 1 and 2 with one-time black carbon.

*Printing:* Part 1: Print face only in Black ink.  
Part 2: Print face only in Black ink.

*Numbering:* Number consecutively in red ink in upper right corner. Numbers to be 3/16" to 1/4" high. No crash numbering or missing numbers allowed.

*Perforation:* Stub perforation the full 4" way, 5/8" from top to allow for extraction of Part 1 and carbon. (If necessary, stub perforation may be slightly below the 5/8" area where laminate adheres.)

*Drill/Wire:* Drill one 3/8" diameter hole at top center and reinforce with fiber patch and string with not less than 12" string open ends.

*Wrap/Pack:* Shrink-film wrap 100 sets per package.

*Mark For:* **ORNL-131UN** or as indicated on the individual Print Order.

NOTE: On the 2-Part Tag Sets, after Part 1 is written on, Part 1 and carbon will be detached and written information left on tag (Part 2) will be protected by the self-adhesive laminate sheet after removal of the backer. Refer to page 20 for construction drawing.

**NO QUANTITY VARIATION ALLOWED.**

**GOVERNMENT TO FURNISH:** Orders will be furnished in PDF. At Government option, PDF files may be sent via e-mail or to the contractor's FTP site. If a construction sample is furnished, Government will pay for the shipping to the contractor's plant, signed receipt.

**ELECTRONIC PREPRESS:** Immediately upon receipt and prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Office prior to further performance.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Delivery/shipping status report form.

Print Orders (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. Must conform to Federal Specs. UU-T-81 in all respects except for “5. *Prep for Delivery*”, size and where superseded by Federal Spec A-A-900B.

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

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor's production environment.

**No Proofs Required:** The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “*Government Paper Specification Standards No. 13*” dated September 2019. All stock used in the order must be of a uniform shade.

Colored Writing (basis weight: 20 lbs. per 500 sheets, 17 x 22”), equal to JCP Code D10.

Colored 13 CSU High-Finish Tag (Type B).

See “*Description*” as indicated on pages 6 through 12 for individual Colored Writing, Tag and Matte Finish Polyester colors per item as applicable.

**PRINTING:** See “*Description*”, pages 6 through 12.

**MARGINS:** Margins will be as indicated on the Print Order or PDF art copy and/or sample.

**SHIPPING CONTAINERS:**

Each shipping container must not exceed 40 pounds when fully packed.

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

**INSPECTION SAMPLES:** When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO Jacket number, Program number, Print Order number, title, and include a facsimile of the Print Order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

**DISTRIBUTION:** Deliver f.o.b. destination to Oak Ridge, Tennessee on Monday through Thursday between 7:00 A.M. to 1:30 P.M. unless otherwise indicated on the Print Order.

Complete addresses will be furnished on the individual Print Order.

**SCHEDULE:** Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511) and furnished material.

The schedule begins one workday after receipt of Print Order and furnished material.

Complete production and delivery must be made within 12 to 22 workdays as indicated on the Print Order.

The ship/delivery date indicated on the Print Order is the date products ordered must be received (delivered) at Oak Ridge, Tennessee.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

**RETURN OF GOVERNMENT FURNISHED PROPERTY:** The contractor must return all material furnished by the Government, together with two printed samples of each job, to the Oak Ridge, Tennessee address indicated on the individual print order.

These materials must be packaged, properly labeled and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to the return of furnished materials, and furnishing sample copies must be borne by the contractor.

### 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 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 of time.

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

I. A. Laminated Polyester Tags:

- (a) 15
- (b) 4
- (c) (1) 20
- (2) 24
- (d) 19
- (e) 10
- (f) 53
- (g) 7
- (h) 3

B. Unlaminated Polyester Tags:

- (a) 6
- (b) 20
- (c) 10
- (d) 5

C. Laminated 2-Part Polyester Tag Sets:

- (a) 38
- (b) 50
- (c) 6

D. Unlaminated 2-Part Polyester Tag Sets:

- (a) 38

E. Unlaminated 2-Part Paper Tag Sets:

- (a) 60



Page 16 left intentionally blank.

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. delivery at destination to Oak Ridge, Tennessee.

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

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications. Bidder must make an entry in each of the spaces provided.

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

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

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

**I. COMPLETE PRODUCT:** Prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations necessary for the complete production and delivery of the product listed in accordance with these specifications.

A. Laminated Polyester Tags:

- (a) Item A1: ORNL-942/UCN-19208.....per 100 copies .....\$ \_\_\_\_\_
- (b) Item A2: UCN-20760/UCN-21099 .....per 100 copies .....\$ \_\_\_\_\_
- (c) Item A3: UCN-17328:
  - (1) Quantity up to 900 copies.....per 100 copies .....\$ \_\_\_\_\_
  - (2) Quantity from 901 to 1,500 copies .....per 100 copies .....\$ \_\_\_\_\_
- (d) Item A4: UCN-21060/UCN-21060A .....per 100 copies .....\$ \_\_\_\_\_
- (e) Item A5: UCN-10441 .....per 100 copies .....\$ \_\_\_\_\_
- (f) Item A6: ORNL-272.....per 100 copies .....\$ \_\_\_\_\_
- (g) Item A7: UCN-23129 .....per 100 copies .....\$ \_\_\_\_\_
- (h) Item A8: UCN-26034 .....per 100 copies .....\$ \_\_\_\_\_

**SCHEDULE OF PRICES**

**I. COMPLETE PRODUCT (Continue):**

B. Unlaminated Polyester Tags:

- (a) Item B1: UCN-16754 .....per 100 copies .....\$ \_\_\_\_\_
- (b) Item B2: UCN-16673 .....per 100 copies .....\$ \_\_\_\_\_
- (c) Item B3: UCN-21254 .....per 100 copies .....\$ \_\_\_\_\_
- (d) Item B4: UCN-21824 .....per 100 copies .....\$ \_\_\_\_\_

C. Laminated 2-Part Polyester Tag Sets:

- (a) Item C1: ORNL-236L .....per 100 sets .....\$ \_\_\_\_\_
- (b) Item C2: ORNL-186.....per 100 sets .....\$ \_\_\_\_\_
- (c) Item C3: ORNL-206/ UCN-21855 .....per 100 sets .....\$ \_\_\_\_\_

D. Unlaminated 2-Part Polyester Tag Sets:

- (a) Item D1: ORNL-236.....per 100 sets .....\$ \_\_\_\_\_

E. Unlaminated 2-Part Paper Tag Sets:

- (a) Item E1: ORNL-131UN .....per 100 sets .....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE**

**SECTION 4. – SCHEDULE OF PRICES**

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “Discounts” of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

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

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder \_\_\_\_\_  
(Contractor’s Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

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THIS SECTION FOR GPO USE ONLY

Contracting Officer: \_\_\_\_\_ Date \_\_\_\_\_ Certifier by: \_\_\_\_\_ Date \_\_\_\_\_  
(Initials) (Initials)

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**EXAMPLE OF LAMINATED 2-PART POLYESTER TAG SETS (Not for Scale):**

