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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

NWW Survey Letter

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

Department of the Navy, CNIC Millington, TN

Single Award

TERM OF CONTRACT: The term of this contract is for Date of Award through May 31, 2017.

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Publishing Office, Columbus Regional Office; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215 or telefax your reply to Columbus RO (614) 488-4577. **NO TELEPHONE OR E-MAIL BIDS WILL BE ACCEPTED.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time

June 9, 2016

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME. LATE QUOTES WILL NOT BE CONSIDERED.

BIDDERS PLEASE NOTE: This is a new contract. No previous abstract is available. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).

SECTION 1. – SPECIFICATIONS 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. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

- **GPO Contract Terms (GPO Publication 310.2):** <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>
- **GPO QATAP (GPO Publication 310.1):** <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>
- **DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.
- **Other GPO Forms:** <http://www.gpo.gov/vendors.sfas.htm>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

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

Product Quality Levels:

- (a) Printing (Page Related) Attributes -- Level III.
- (b) Finishing (Item Related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

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

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.

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 may 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/subcontractors' facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through May 31, 2017**. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via e-mail to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all invoices via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

Facsimile transmission should only be used when no samples are required with invoice, otherwise payment will be held up while the invoice is returned for the required sample(s).

At time of invoicing, the contractor may be required to submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in Section 4 – Schedule of Prices, failure to do so may result in delayed payment.

SECURITY COMPLIANCE: The furnished material will contain Personally Identifiable Information (PII). Contractor shall be required to safeguard all PII.

It is the contractor's responsibility to properly safeguard PII from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of Personally Identifiable Information. PII is "information which can be used to distinguish or trace an individual's identity", such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. Ref.: OMB Memorandum 07-16. Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal e-mail address;
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN: The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non-government business. Specifically, no Government information shall be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
- Explain how all accountable materials will be handled throughout all phases of production;
- How the disposal of waste materials will be handled;
- How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).
- This proposed plan is subject to review and approval by the Government and award will not be made prior to approval of same.

PRIVACY ACT COMPLIANCE: The Contractor may be in contact with data and information subject to the Privacy Act of 1974 (Title 5 of the U.S. Code Section 552a). The Contractor shall ensure that its employees assigned to this effort understand and adhere to the requirements of the Privacy Act and to DoD and DoN regulations that implement the Privacy Act. DoN policy and procedures implementing the Privacy Act are detailed in SECNAVINST 5211.5 (series), which is available on-line at <http://privacy.navy.mil>. The Contractor shall identify and safeguard data, information and reports accordingly. The Contractor shall ensure that contractor employees assigned to the contract are trained on properly identifying and handling data and information subject to the Privacy Act prior to commencing work.

SAFEGUARDING PII: All collections of Personally Identifiable Information (PII) shall be safeguarded. The Contractor shall adhere to Department of the Navy (DoN) and Department of Defense (DoD) requirements for the secure transmission and encryption of all PII. Information which can be used to directly identify individuals may include name, address, SSN, telephone number, and email addresses. Information that may indirectly identify individuals can include a combination of gender, race, birth date, geographic indicator, and others. Additional information regarding the safeguarding of PPI can be found in SECNAVINST 5211.5E.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of letters, surveys, and envelopes requiring such operations as electronic transmission of files, reproduces, printing in a single ink color (including variable data), folding, inserting into envelopes, and mailing.

TITLE: NWW Survey Letter.

NUMBER OF ORDERS: Based on anticipated usage, approximately 12 orders per year.

QUANTITIES: Up to 5,000 survey packages per order, most orders will be for 2,000 survey packages.

TRIM SIZE: Letter and Surveys: 8-1/2 x 11”
Reply Envelopes: 3-7/8 x 8-7/8”
Mailing Envelopes: 4-1/8 x 9-1/2”

GOVERNMENT TO FURNISH: Static and variable data provided.

Static Data: PDF or Word 2003 or greater files created on Windows platform 2000 or greater. Files will be provided via e-mail at the beginning of the contract and when changes are required. Contractor to maintain files until changes are made. Anticipate up to 3 changes to the letters and surveys may be made.

Variable Data: Mailing addresses (3 to 5 lines) and salutation (1 line) provided in Excel 2003 or greater created on Windows platform 2000 or greater via secure government FTP site. Mailing addresses are not in zip code order. Addresses may or may not have Zip + 4. Contractor to CASS and NCOA certify mailing addresses and apply IMb (Intelligent Mail barcode) to all mailing addresses.

Print Orders (GPO Form 2511).

Delivery/Shipping Status Report Form. GPO Form 905 (R. 3/90).

“Labeling and Marking Specifications”.

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 appear on finished product.

ELECTRONIC PREPRESS: 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.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish,” necessary to produce the product(s) in accordance with these specifications.

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

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. 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 contractors production environment.

PROOFS: PDF Proofs of letter, surveys, reply mail envelope, and mailing envelope on first order and as changes are required. Proofs for static data only, no proof required for variable imaging.

Contractor to submit one "Press Quality" PDF "soft" proof (for static content only) of each element as requested on the individual print order. Proofs are to be created on the same Raster Image Processor (RIP) that will be used to produce the final product. PDF proof will be evaluated for text flow and image position. Proof will not be used for color match.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No.12" dated March 2011.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

LETTER AND SURVEYS: White No. 1 Offset Book, Smooth-Finish, basis size 25 x 38", basis weight 70 lbs. (letter only) and 80 lbs. (surveys only) per 500 sheets, equal to JCP Code A61.

ENVELOPES: White Writing Envelopes, basis size 17 x 22", basis weight 24 lbs. per 500 sheets, equal to JCP Code V20.

PRINTING: Print, other than computerized imaging (variable data), as described below:

LETTER: Print face only in black ink.

SURVEYS: Print face only (Safe Harbor) and face and back (DD Form 2870) in black ink.

ENVELOPES: Print return address in black ink. Inside tint required on reply envelopes only. Business Reply Mail envelopes will be required for domestic mail. International Business Reply Service envelopes will be required for international mail. Anticipate 1 to 50 addresses will be for international mail.

COMPUTERIZED IMAGING (variable data): Letter prints variable data face and back. Print salutation line on face of letter and mailing address (up to 6 lines) on back of letters. Mailing address and IMb must appear in the window of the mailing envelope.

Computerized imaging is defined as ink jet spray or high-density laser and is the preferred method for printing variable data. If impact printing is used, the contractor must guarantee that the type will be clear, legible, and not smear.

MARGINS: Follow file. No bleeds.

MAILING ENVELOPE CONSTRUCTION: Contractor to provide envelopes, 4-1/8 x 9-1/2" trim size, side opening, side or diagonal seams (contractor's option), and fully gummed flap. Orders will require a standard window size of 1-1/8 x 4-1/2", located 7/8" from left edge and 1/2" from bottom edge with a clear polystyrene covering securely attached to the inside of the window. Mailing address and IMb **must** appear inside the window.

REPLY MAIL ENVELOPE CONSTRUCTION: Contractor to provide envelope, 3-7/8 x 8-7/8" trim size, side opening, side or diagonal seams (contractor's option), and fully gummed flap. Orders will require an opaque security tint on the interior (after construction) of the envelope. Contractor may use stock design (no proprietary design or company logos allowed) for security tint but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein. It is anticipated that domestic mail will require a Business Reply Mail envelope and international mail will require an International Business Reply Service envelope.

FOLDING, AND INSERTING: Contractor to fold letter and surveys to 8-1/2 x 3-2/3" standard letter (wrap-around) fold, and insert into contractor furnished #10 window envelopes along with appropriate reply mail envelope. Fold each letter and survey separately, do not collate/nest. Letter to be inserted first with mailing address appearing in window, then the survey, then the DD Form 2870, then the reply mail envelope.

Contractor responsible to insure that domestic mailing addresses receive Business Reply Mail envelopes and international mailing addresses receive International Business Reply Service envelopes.

Contractor must insure that the mailing address and IMb shows clearly through the window and is able to pass any postal tap tests.

MAILING PREPARATION: Contractor will be responsible for all mailing preparation reporting and requirements. No additional charges will be allowed for these operations.

Upon receipt of distribution list and before printing of variable data, the contractor will be evaluate all mailing addresses for suitability of mailing both domestically and internationally. This includes CASS and NCOA certifications and their international counterparts, if available.

The contractor shall report all address changes and all undeliverable addresses to the Government along with final mail piece count. Government will approve or disapprove final mail piece count prior to contractor printing of survey packages.

All mail pieces deemed undeliverable after entry into postal system shall be returned to the return address provided on the mailing envelope.

DISTRIBUTION: Mail f.o.b. contractor's city. Contractor must pay postage at time of mailing and will be reimbursed for the mailing cost with proper submission of the required mailing receipts along with invoice. Refer to Contract Terms, GPO Publication 310.2, page 8, paragraph 6. Shipping Instructions.

Immediately upon completion of mailing, copies of the properly completed USPS mailing receipt(s) must be sent to the e-mail addresses provided at time of award. Domestic mail to be reported on appropriate PS Form 3602. International mail to be reported on appropriate PS Form 3700.

All domestic mailings shall be made at the pre-sort standard postal rate. All international mailings shall be made at the first class international mail rate. Contractor must provide CASS and NCOA certification for matching ZIP + 4, Intelligent Mail Barcode (IMb), and presorting for maximum postal automation discounts (as applicable).

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” and “International Mail” as applicable. Contractor will be required to keep up-to-date on the U.S. Postal Service classification in order that any mailing is made in accordance with any USPS changes.

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.

Print Order and furnished material will be e-mailed to contractor. Contractor will be notified via phone when order is to be e-mailed and has 30 minutes to confirm receipt of e-mail.

The schedule begins the workday after availability of print order and furnished material. The workday after notification is the first day of the schedule.

When proofs are ordered, proofs are to be e-mailed to the address indicated on the individual print order one workday after receipt of furnished material. Proofs will be held by the Government the same day proofs are received. Proof approval will be made via e-mail or phone.

Complete mailing must be made within 5 workdays after receipt of material for orders that do not require proofs. When proofs are ordered, complete mailing must be made within 5 workdays after proof approval. The ship/delivery date indicated on the print order is the date products must be entered into the U.S. Postal System.

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

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

RETURN OF GOVERNMENT FURNISHED PROPERTY: Unless again the successful bidder, the contractor must delete all files from computer systems within 5 workdays of completion of contract.

The contractor must be able to produce written verification of this action upon request.

All expenses incidental to pickup/return/e-mail of furnished materials, proofs, and samples 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 orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. 1. (a) 12
 (b) 24
- 2. (a) 7
 (b) 2

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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

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

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid) 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 1,000 will be prorated at the per 1,000 rate.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and delivery in accordance with these specifications.

1. Printing in black ink (including stock/paper, imaging variable data, folding, and inserting into mailing envelopes):

(a) Makeready and/or Setup Chargeseach complete survey package \$_____

(b) Running per 1,000 Copies.....each complete survey package \$_____

2. Proofs:

(a) Letter and Surveys (no variable imaging)each item \$_____

(b) Mailing and Reply Mail Envelopeseach item \$_____

(Initials)

RETURN THIS PAGE TO GPO, COLUMBUS REGIONAL OFFICE

SCHEDULE OF PRICES

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return "Section 4. – Schedule of Prices", initial or sign in the space provided. See page 1 for instructions on how and where to submit quote.

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

BIDDER: _____

(Street Address – City – State – Zip Code)

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

(Person to be contacted)

(Telephone Number)

(Fax Number)

E-Mail Address: _____

CONTRACTOR CODE (if known): _____

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

RETURN THIS PAGE TO GPO, COLUMBUS REGIONAL OFFICE