

PROGRAM No. 4592-S Date of Award thru November 30, 2017 plus 3 option years

TITLE: Business Cards

Ohio National Guard

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	Better Deal Printing Prescott, AZ		WBC Inc, dba Lithexcel Albuquerque, NM		Texas Digital Copy & Print San Antonio, TX		The Print House Brooklyn, NY		Taylor Navitor North Mankato, MN	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT											
(a)	Printing 500 cards.....each name	60	36.00	2,160.00	159.00	9,540.00	35.00	2,100.00	40.00	2,400.00	28.50	1,710.00
	CONTRACTOR TOTAL:			\$2,160.00		\$9,540.00		\$2,100.00		\$2,400.00		\$1,710.00
	PROMPT PAYMENT DISCOUNT:		.5%	\$10.80	1.00%	\$95.40	1.00%	\$21.00	1/4%	\$6.00	Net	\$0.00
	DISCOUNTED TOTAL:		7 Days	\$2,160.00	20 Days	\$9,444.60	20 Days	\$2,079.00	20 Days	\$2,394.00	30 Days	\$1,710.00

AWARDED

Abstracted by:

Teri Doughty-Shoffstall 11/9/2016

Reviewed by: RLW

Contract Awarded to: Taylor Navitor

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

Business Cards

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

Ohio National Guard,
Recruiting and Retention Marketing

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending November 30, 2017, plus up to 3 optional 12-month extension period(s) that may be added in accordance with the “*OPTION TO EXTEND THE TERM OF CONTRACT*” clause in Section 1 of this contract.

SUBMIT QUOTE TO: U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date or telefax your reply to Columbus Regional Office (614) 488-4577. **Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.**

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

November 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 abstract is available. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

For information of a technical nature call Russell Woodmancy at (614) 488-4616, ext. 8 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO 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 (revised 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 <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

More GPO Publications can be found at: <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 bidder 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 Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

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	Furnished Digital Files/Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Furnished Digital Files/Approved Proofs
P-10. Process Color Match	Furnished Digital Files/Approved Proofs

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 4 years (November 30, 2020) 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 **Date of Award through November 30, 2017**, 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 **August 31, 2016** 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.

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.

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 **Date of Award through November 30, 2017** 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*” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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 Regional Office via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all vouchers 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>

Two workdays before voucher is sent to Washington, D.C., a copy of the voucher, must be e-mailed to the address(es) provided after award. At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov.

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 business cards requiring such operations as typesetting, proofs, 4-color printing, trimming to size, packing, and delivery.

TITLE: Business Cards

NUMBER OF ORDERS: Approximately 30 orders per year, between one to 10 orders per month. Approximately one to 8 names per order, average about 2 names per order.

QUANTITY: A set of 500 cards per individual name.

TRIM SIZE: 3-1/2 x 2”

NUMBER OF PAGES: Face and Back.

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: Electronic Media furnished via E-Mail.

Static Data: Furnished in PDF file submitted via e-mail at the beginning of the contract. All screen and printer fonts will be furnished. The contractor is cautioned that furnished PDF file for static data and fonts are the property of the Government and/or its originator. All furnished files and fonts are to be maintained by the contractor during the term of the contract and eliminated from the contractor’s archive immediately after completion of the contract, unless contractor is again the successful bidder.

Variable Data: Furnished in MS Word via e-mail with the print order (GPO Form 2511).

NOTE: All software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

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.

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.

Delivery/shipping status report form.

Form 905 (R. 3/90) “*Labeling and marking specifications*”.

GPO Form 2511, Print Order.

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.

TYPESETTING: Contractor responsible for typesetting in same or similar font as furnished files. If the cards for a name are rejected due to typesetting or other contractor error, the contractor will be required to reprint and deliver the replacement cards within 7 workdays after notification at no additional cost to the government. Contractor will be required to receive and respond to facsimile and/or e-mail notifications of rejected orders.

The GPO reserves the right to require samples of any generic equivalent typefaces offered if it is deemed necessary in order to determine the suitability of the offered typefaces.

PROOFS: PDF “*Soft Proofs*” to be e-mailed to the address indicated on the print order unless otherwise noted.

Soft Proofs: Contractor to submit one “*Press Quality*” PDF “*soft*” proof using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. The PDF proof shall be expected to reasonably predict accuracy of color to the final printed product and the contractor generated “*Color Proofs*”.

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

White No. 1 Coated Cover, Dull-Finish, (basis weight: 100 lbs. per 500 sheets, 20 x 26”), equal to JCP Code L61.

PRINTING: Print head to head, head to side or as indicated on print order.

Face prints 4-color process continuous tone illustration and flat tones with reverses to white, heavy ink coverage. Common face image per order, “*static image*”. Face image may change from order to order. The Government shall not be liable for contractor printing surplus of common image.

After printing, coat the entire surface of the face with clear UV Coating or at contractor’s option clear non-yellowing gloss varnish or gloss aqueous coating. If stated on the Print Order, a dull coating may be required instead of gloss coating.

Back prints type matter (name and contact information) and line matter logo in black ink, image changes (name) with each set of 500 business cards.

MARGINS: Maintain margins as indicated on copy. Face bleeds four sides.

BINDING/TRIMMING TO SIZE: Trim four sides (square cut to 3-1/2 x 2”).

LABELING AND MARKING: Refer to GPO Contract Terms 310.2 and furnished Form 905.

PACKING: Box individual names in units of 500 (as specified on the individual print order) and affix a copy of the back of the card (individual name) to the end panel of each box.

Contractor’s option to insert box(s) into contractor furnished cushioned shipping bags or shipping container. Individual boxes, shipping bags/containers must be of sufficient strength as to insure against damage to the product in transit.

DISTRIBUTION: Deliver f.o.b. destination to

OHARNG-RRB-MKT
2825 W Dublin Granville Rd
Columbus, OH 43235

Inside delivery is required. Inside delivery is defined as delivery into a Government controlled space as directed.

Tracking Number: On the same day that the product ships, the contractor must notify both the ordering agency via e-mail (address provided after award) of the distribution and trackcolumbus@gpo.gov.

- The subject line of the email to read: “*Distribution Notice for Program 4592-S*” and then list print order number(s).
- In the body of the email, state the carrier and tracking number.
- Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

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) to be e-mailed with furnished material.

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

The contractor will be notified by telephone when a print order and furnished material is being e-mailed. If the print order and material is not received within 1 hour after notification of intent to e-mail, contractor must notify agency and request that the print order and furnished material be e-mailed again.

Complete production and delivery must be made within 8 to 20 workdays as follows:

1. Contractor must submit proofs within 2 workdays after receipt of print order and furnished material.
2. Agency will return within 1 or 2 workdays, “*Ok to Print*” or “*Ok to Print with corrections*”.

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 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. All expenses incidental to pickup/return of preproduction 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 one year’s orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I. (a) 60

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. at destination to Columbus, Ohio.

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

Prices shall be all-inclusive, covering all materials and operations, for complete production 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 NB (No Bid) or blank spaces for an item may be declared non-responsive.

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.

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

(a) Printing 500 Cards each name.....\$_____

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in “*Section 4. - Schedule of Prices,*” initial or sign each in the space provided. See Page 1 for instructions on how and where to submit quotation.

**Discounts are offered for payment as follows: ___ percent, _____ calendar days.
See 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)

(Contractor Code Number if Known) (e-mail address)

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

RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE