| PROGRAM TITLE | 5560-S TERM: July 1, 2016 through June 30, 2017<br>Quick Turn-Around Imaging in Full Color/Black Ink for COE Nashville | | F & S SERVICE, CO<br>Eddyville, KY | | GRAY GRAPHICS<br>Capitol Heights, MD | |
|---|---|---|---|---|---|---|
| **ITEM NO.** | **DESCRIPTION** | **BASIS OF AWARD** | **UNIT RATE** | **COST** | **UNIT RATE** | **COST** |
| **I.** | **IMAGING:** | | | | | |
| (a) | Image single sheet forms and text/cover pages in full color: | | | | | |
| (1) | Format A...per full color image | 10,200 | 0.17 | 1,734.00 | 0.14 | 1,428.00 |
| (2) | Format B...per full color image | 20,000 | 0.35 | 7,000.00 | 0.25 | 5,000.00 |
| (b) | Image single sheet forms and text/cover pages in black ink: | | | | | |
| (1) | Format A...per black image | 22,100 | 0.03 | 663.00 | 0.04 | 884.00 |
| (2) | Format B...per black image | 400 | 0.08 | 32.00 | 0.06 | 24.00 |
| **II.** | **STOCK/PAPER: Per Leaf:** | | | | | |
| (a) | White Offset Book (60#) or White or Colored Writing (20#) | | | | | |
| (1) | Format A...per leaf | 16,200 | 0.04 | 648.00 | 0.010 | 162.00 |
| (2) | Format B...per leaf | 10,000 | 0.07 | 700.00 | 0.020 | 200.00 |
| (b) | White or Colored Index (110#) | | | | | |
| (1) | Format A...per leaf | 600 | 0.07 | 42.00 | 0.05 | 30.00 |
| (2) | Format B...per leaf | 200 | 0.15 | 30.00 | 0.10 | 20.00 |
| **III.** | **ADDITIONAL OPERATIONS:** | | | | | |
| (a) | Stitch/Staple (1-ULC or 2-LS)...per pamphlet | 400 | 0.25 | 100.00 | 0.50 | 200.00 |
| (b) | Padding...per pad | 200 | 1.00 | 200.00 | 1.00 | 200.00 |
| | **CONTRACTORS TOTALS** | | | **$11,149.00** | | **$8,148.00** |
| | **DISCOUNT** | | **3.00%** | **$334.47** | **1.00%** | **$81.48** |
| | **DISCOUNTED TOTALS** | | **20 Days** | **$10,814.53** | **20 Days** | **$8,066.52** |
| | | | | | AWARDED | |

Prepared by: Teri Shoffstall 6/27/2016
Verified by: Linda Price 6/28/30

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

Quick Turn-Around Imaging in Full Color/Black Ink for COE Nashville

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

DLA Document Services – Fort Campbell for COE Nashville

Single Award

**TERM OF CONTRACT:** The term of this contract is July 1, 2016 through June 30, 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 27, 2016.

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

**Abstract is available on GPO Web Site at:**
http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus

**BIDDERS PLEASE NOTE:** Significant revisions have been made. 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. – 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
- Information regarding Disputes: http://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 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:

| Attribute | Specified Standard |
|---|---|
| P-7. Type Quality and Uniformity | Digital File |
| P-10. Process Color Match | Digital File |

**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.

**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 **July 1, 2016 through June 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" 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.

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. Personnel receiving e-mail, phone call, or fax will be unable to respond to questions of a technical nature or transfer any inquiries.

**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. At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, and PDF of the complete product via e-mail to infocolumbus@gpo.gov. Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of short run imaging of single leaf products and miscellaneous pamphlets requiring such operations as electronic submission of files, prepress, imaging in full color and black ink, binding, packing, and delivery.

**TITLE:** Quick Turn-Around Imaging in Full Color/Black Ink for COE Nashville

**NUMBER OF ORDERS:** Based on anticipated usage, 6 orders per year.

**QUANTITY:** 100 to 10,000 copies per order. Most orders for Format A will be between 100 and 500 copies, single leaf products and/or miscellaneous pamphlets. Most orders for Format B will be between 5,000 and 10,000 copies, usually single leaf products, padded, an occasional order for 2 leaves stitched in upper left corner.

**PAGES/COVERS:** Up to 100 pages/covers per order. Anticipate 54,000 total pages per year with approximately 50% to 60% of the total pages in color and 35% to 45% of the total pages in black.

**TRIM SIZES:** Two formats will be ordered. Portrait or landscape orientation.

Format A: Trim sizes up to and including 8-1/2 x 11”
Format B: Trim sizes over 8-1/2 x 11”, up to and including 11 x 17”

**GOVERNMENT TO FURNISH:** Digital files will be sent via e-mail and created on Windows 2000, XP, or 7 platform. Most orders will be provided as .PDF files, some orders will be provided in Adobe InDesign CS5, MS Office Suite 2003 and 2007, .JPG, or .TIF files. Versions may be upgraded during the term of the contract. Contractor will be required to keep up-to-date on all versions.

All printer and screen fonts will be furnished with the individual print order. These fonts are the property of the Government and must be returned with furnished material. Files will be formatted to include text, rules, line art, screens, and illustrations in final layout format.

SPECIAL SOFTWARE CONSIDERATION: Office graphics (e.g., files from Presentation, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce output as per specifications.

No color visual is supplied, psychological reference colors (e.g., Green Grass, Blue Sky) will be used as the color standard.

Furnished file will be used as the standard for page integrity. Contractor must ensure that the job outputs exactly as the furnished visual.

The contractor will not receive additional compensation, or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to: 1) Color issues and shifts (RGB color data, no spot colors, loss of Black plate), 2) Page Integrity (text reflow), 3) Missing prepress features (e.g., bleeds, trim marks), or 4) Loss of text characters from graphic elements.

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".

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.

**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:** 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 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.

The stock/paper to be used will be indicated on each print order. All cover stock/paper must have the grain parallel to the spine.

Color of stock/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 stock/paper the color of which, in his opinion, materially differs from that of the color sample(s). Slight variations in shade will be permitted.

- White Offset Book, basis size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A60.
- White and Colored Writing, basis size 17 x 22", 20 lbs. per 500 sheets equal to JCP Code D10.
- White and Colored Index, basis size 25-1/2 x 30-1/2" 110 lbs. per 500 sheets, equal to JCP Code K10.

**IMAGING:** Image face only or face and back in full color or black ink as indicated on the individual print order. Some pages/forms may require imaging one side in black and one side in full color.

IMAGING DEFINITION: For the purpose of this contract, imaging shall be defined as duplicating equipment employing the lithographic process and automatic copy-processing or copier-duplicating machines employing electrostatic or other copying processes. Imaging method must be of good quality and must not contain background tone and the Quality Level must be maintained.

**MARGINS:** Margins per file unless otherwise indicated on the print order. An occasional order may bleed 1 to 4 sides. Some files will provide bleeds. Some files will require the contractor to create bleeds.

**BINDING:** Bind as indicated on the individual print order.

- Trim 4 sides (no additional charge allowed).
- Separate two-piece covers.
- Stitch/staple with one upper left (1-ULC) or two left side (2-LS) wire stitches/staples.
- Pad forms on top or left dimension as indicated. Usually in units of 100 or 200. Chipboard backer required.

**PACKING:** All packing materials shall be furnished by the contractor and must be of sufficient strength to guarantee delivery of the finished product at destination in a satisfactory and usable condition.

**LABELING AND MARKING:** Refer to Contract Terms and furnished form 905.

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

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 Tennessee, Alabama, Mississippi, Georgia, North Carolina, Virginia, or Kentucky address indicated on the individual print order.

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

**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.

Schedule begins the workday after receipt of GPO Form 2511 and furnished material.

Contractor will receive GPO Form 2511 and files via e-mail from DLA Document Services – Norfolk, VA. Contractor to confirm receipt of e-mail within 30 minutes of transmission.

Most orders will require complete production and delivery within 10 to 15 workdays after receipt of print order and furnished material.

An occassional order may require complete production and delivery within 5 workdays after recipt of print order and furnished material.

The ship/deliver date indicated on the print order is the date products must be received at the address listed under “Distribution”.

**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; and 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:** The contractor must deliver all material furnished by the Government, along with any digital deliverables, to the e-mail address indicated on the individual print order.

The subject line of the e-mail must include the Program and Print Order numbers. The contractor must be able to produce a read receipt for these materials at any time during the contract,

All expenses incidental to pickup/return of materials and/or furnishing sample copies must be borne by the contractor.

## SECTION 3. – DETERIMINATION 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. | (a) | (1) | 10,200 |
| | | (2) | 20,000 |
| | (b) | (1) | 22,100 |
| | | (2) | 400 |
| II. | (a) | (1) | 16,200 |
| | | (2) | 10,000 |
| | (b) | (1) | 600 |
| | | (2) | 200 |
| III. | (a) | | 400 |
| | (b) | | 200 |

## SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Tennessee, Alabama, Mississippi, Georgia, North Carolina, Virginia, or Kentucky.

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.

**I. IMAGING:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and delivery of the products listed in accordance with these specifications except for Items II. Stock/Paper and III. Additional Operations.

No charge will be allowed for blank single sheet forms or blank text/cover pages.

(a) Image single sheet forms and text/cover pages in full color:

(1) Format A.......................................................................... per full color image ...... $__________

(2) Format B.......................................................................... per full color image ...... $__________

(b) Image single sheet forms and text/cover pages in black ink:

(1) Format A.......................................................................... per black image ............ $__________

(2) Format B.......................................................................... per black image ............ $__________

_____________
(Initials)

**RETURN THIS PAGE TO GPO, COLUMBUS RO**

## SCHEDULE OF PRICES

**II. STOCK/PAPER:** Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

Payment for Stock/Paper will be made on the FINISHED trim size of the product and is inclusive of any bleed(s) required.

(a) White Offset Book (60-lbs.), or
White or Colored Writing (20-lbs.)

(1) Format A............................................................................ per leaf......................... $__________

(2) Format B............................................................................ per leaf......................... $__________

(b) White or Colored Index (110-lbs.)

(1) Format A............................................................................ per leaf......................... $__________

(2) Format B............................................................................ per leaf......................... $__________

**III. ADDITIONAL OPERATIONS:** The bids for each of the following operations must include the cost of all required materials and operations.

(a) Stitch/Staple (1-ULC or 2-LS)................................................ per pamphlet................ $__________

(b) Padding ..................................................................................... per pad......................... $__________

_____________
(Initials)

**RETURN THIS PAGE TO GPO, COLUMBUS RO**

## 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):** ____________________

**SHIPMENT(S) WILL BE MADE FROM:** City _________________________________, State _______

**RETURN THIS PAGE TO GPO, COLUMBUS RO**