

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 COUNTERPART 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

Bioassay Boxes

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

Department of Energy – Oak Ridge, Tennessee

Single Award

TERM OF CONTRACT

The term of this contract is for 1 year (base year period of November 1, 2018 through October 31, 2019) and 4 option year periods (November 1, 2019 through October 31, 2020, November 1, 2020 through October 31, 2021, November 1, 2021 through October 31, 2022, and November 1, 2022 through October 31, 2023). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend Term of Contract”, and “Economic Price Adjustment”.

SUBMIT QUOTE TO

U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date. Bidder’s option to telefax quote to Columbus RO, (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

October 16, 2018

Quotes must be received by above date and time, late quotes will not be considered.

BIDDERS PLEASE NOTE

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitations Provisions, Supplemental Specifications, and Contract Clause (Rev. 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

Abstract of current contract prices available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

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. 1-18)) 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):
<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.pdf>
- More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

QUALITY ASSURANCE LEVELS AND STANDARDS

The following levels and standards shall apply to these specifications:

Product Quality Levels:

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

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	Approved Proofs
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.

OPTION TO EXTEND 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 5 years (**October 31, 2023**) 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" clause for authorized pricing adjustment(s).

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 **November 1, 2018 through October 31, 2019**, 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 **July 31, 2018**, 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.

PRE-AWARD SURVEY

In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award 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 **November 1, 2018 through October 31, 2019** 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 (and/or shipment as 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. 6, 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

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>.

Contractor's billing invoice must be itemized in accordance with the line items in "[Section 4. – Schedule of Prices.](#)"

At time of invoicing, the contractor shall submit a copy of the print order, a low-resolution PDF of the complete product produced under the contract, contractor's invoice, and all delivery receipts via e-mail to infocolumbus@gpo.gov.

SECTION 2. – SPECIFICATIONS

SCOPE

These specifications cover the production of bioassay boxes requiring such operations as manufacture, die cutting, scoring, folding, reproducibles, printing, packing, and delivery.

TITLE

Bioassay Boxes

NUMBER OF ORDERS/QUANTITIES

Based on previous year's usage, anticipate approximately 6 orders per year, approximately 100 to 10,000 copies per order. Anticipate the following:

Printed Boxes: Approximately 5 orders per year:

- ORNL-355: Anticipate 1 order per year. Order will be between 1,000 and 2,000 boxes.
- UCN-20839: Anticipate 2 orders per year. Most orders will be between 2,000 and 5,000 boxes.
- UCN-2861B: Anticipate 2 orders per year. Most orders will be between 2,000 and 5,000 boxes.

Blank Boxes: Anticipate 1 order per year. Order will be between 500 and 1,000 boxes.

NO QUANTITY VARIATION ALLOWED.

TRIM SIZE

Flat dimensions: 22-5/8 x 19-9/16"

Folded flat dimensions: 19-5/8 x 11" with 3/4" tab glued in position.

Assembled box dimensions: 7-1/4" width, 8" height, and 3-3/4" depth. See Exhibits 1 through 3 on pages 13 through 15 for dimensional diagrams.

GOVERNMENT TO FURNISH

A sample of each box style (ORNL-355, UCN-20839, UCN-2861B, and blank) will be provided at the beginning of the contract term. A PDF file for printed content will be provided with the first order of a specified box style. Contractor to maintain sample and PDF file for the term of the contract or until revised samples or PDF files are provided. Unless again the successful bidder, contractor will be required to return the sample boxes and PDF files within 5 workdays of contract expiration. Bleeds required, contractor to create bleeds.

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.

REPRODUCIBLES

The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used. 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 contractor's production environment.

Upon termination of this contract, or at the request of the Government, the contractor must deliver to the Government all reproducibles (whether furnished to or made by the contractor) to the Oak Ridge, TN address(es) provided after award.

STOCK

28-30 pt. thick White board coated one side with moisture resistant coating. Exterior of box must be coated with a moisture resistant coating (end use of box requires refrigeration). Coating must accept the application of pressure-sensitive vinyl labels to the exterior of the box.

PRINTING

The majority of orders (ORNL-355, UCN-20839, and UCN-2861B) will print type, rule, and screened areas on one side before construction (outside after construction). Printing on flaps must align with printing on center of box after construction. Print in single Pantone ink color as indicated on the individual print order. Anticipate Pantone 286 blue or Pantone 348 green.

An occasional order will be for blank boxes, no printing on interior side or outside of box.

MARGINS

Follow furnished samples, may bleed up to 4 sides. Bleeds, if required, are not furnished in the PDF file. Contractor will need to create bleeds.

CONSTRUCTION

All boxes (ORNL-355, UCN-20839, UCN-2561B, and blank) have the same construction. See Exhibits 1 through 3 on pages 13 through 15 for diagrams of box construction.

The interior of the flaps on top/bottom ends of box must each have an adhesive strip (each approximately 1/2" deep and extending the length of each flap. Adhesive strips must have peel away backers with an instructional line on or directly below each adhesive strip backer to read: Remove Liner to Expose Adhesive.

Die cut and score. Contractor to ensure that all scores are such that when boxes are folded and sealed that the seals stay adhered.

Folded flat, dimensions are 19-5/8 x 11" with tab glued in position. The finished dimensions of the boxes are 7-1/4" width, 8" height, and 3-3/4" depth. Box construction consists of 7-5/8 x 3/4" glued tab on the inside.

PACKING

Boxes are to be delivered folded flat, 19-5/8 x 11", with tab glued in position. Pack boxes in shipping containers, not to exceed 45 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, 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 112-B, 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.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL)

All orders must be divided into 50 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” hereafter.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION

Deliver f.o.b. destination to the Oak Ridge, TN address indicated on the individual print order. Complete addresses and quantities will be indicated on the print order.

Deliveries made to the Y-12 National Security Complex in Oak Ridge, Tennessee will only be accepted Monday through Thursday (excluding federal holidays) between 7:00 a.m. and 1:30 p.m. local Oak Ridge, TN time.

Deliveries made to all Oak Ridge, Tennessee addresses other than the Y-12 National Security Complex must be made between the hours of 8:00 a.m. and 2:30 p.m. local Oak Ridge, TN time.

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). Furnished material will be mailed or delivered f.o.b. Contractor’s plant by USPS or Government contracted courier.

Complete production and delivery must be made within 10 to 30 workdays after receipt of print order and furnished material; the workday after receipt will be the first workday of the schedule. The ship/delivery date indicated on the print order is the date products must be received at Oak Ridge, TN.

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 invoice for payment.

Unscheduled material such as shipping 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 one printed sample of each job to the Oak Ridge, TN address indicated on the individual print order. Within 5 workdays after contract expiration, unless again the successful bidder, contractor must return all Government furnished material to Oak Ridge, TN addresses provided after award.

These materials and samples must be packaged, properly labeled and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to 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 one 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 during the term of this contract.

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

- I. (a) 5
- (b) 140

PAGE 10 IS BLANK

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. 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. 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 complete production and delivery.

- (a) Blank Boxesper 100 boxes..... \$ _____
- (b) Printed Boxes (ORNL-355, UCN-20839,
UCN-2861B).....per 100 boxes..... \$ _____

(Initials)

RETURN THIS PAGE TO GPO COLUMBUS RO, COLUMBUS, OH

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 fax or mail, fill out and return one copy of all pages in "Section 4. – Schedule of Prices," including initialing/signing where indicated.

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

Bidder _____
(Contractor 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)

Contracting Officer Review _____ Date _____ Certifier _____ Date _____

RETURN THIS PAGE TO GPO COLUMBUS RO, COLUMBUS, OH

EXHIBITS

EXHIBIT 1: CONSTRUCTION OF BOX FACE

Construction of Box Face

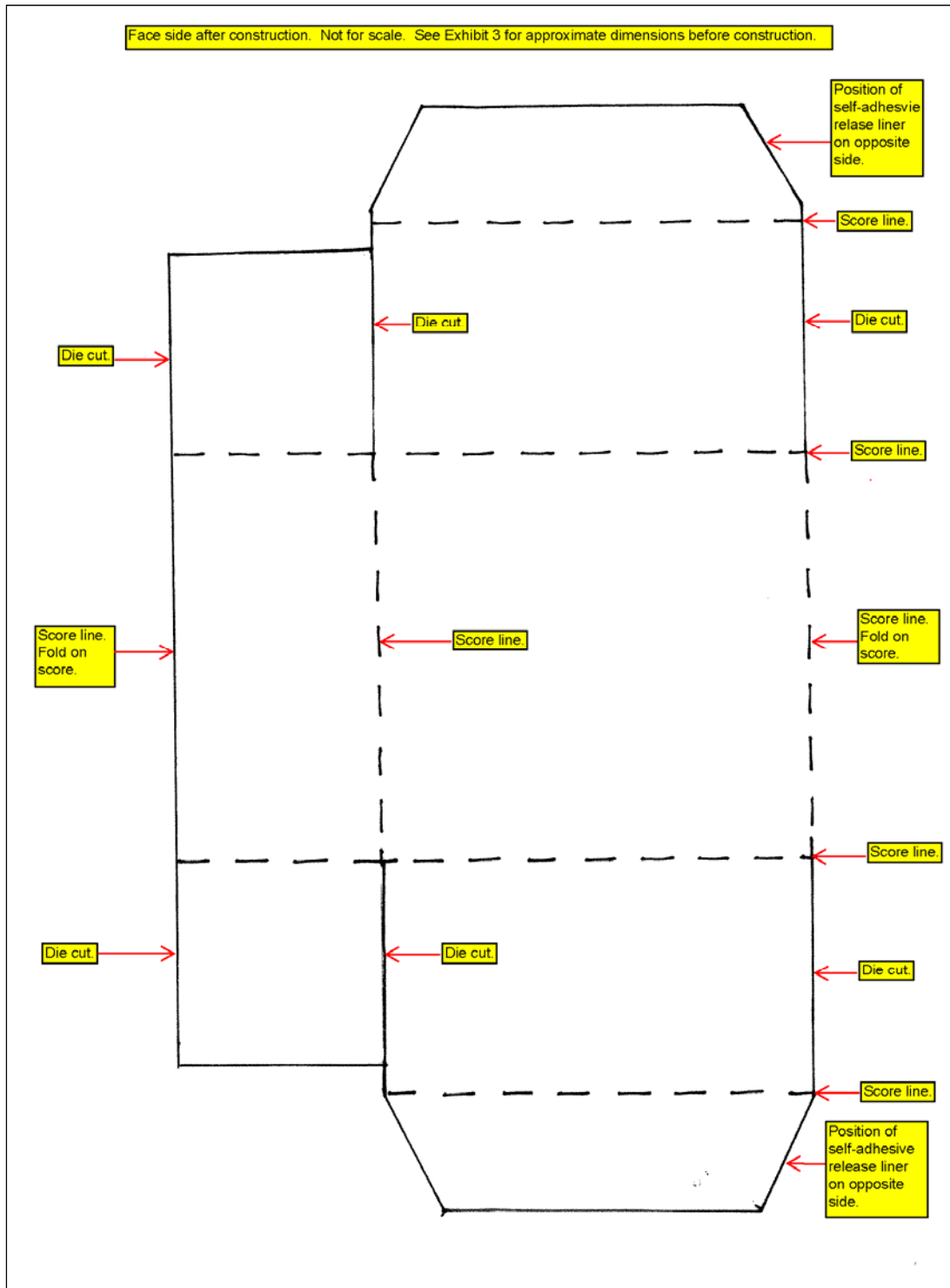


EXHIBIT 2: CONSTRUCTION OF BOX BACK

Construction of Box Back

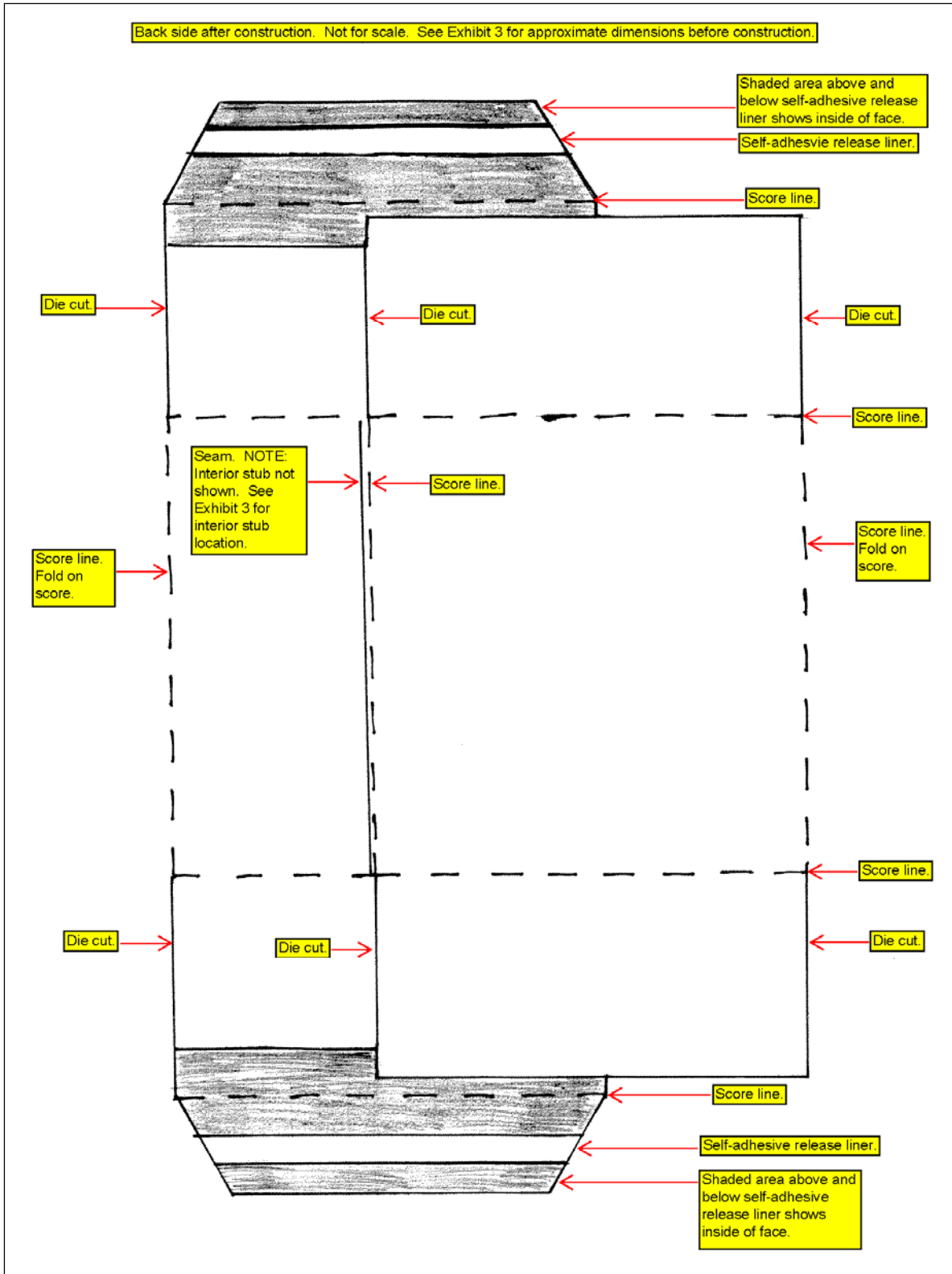


EXHIBIT 3: CONSTRUCTION OF FLAT BOX

Construction of Flat Box

Approximate dimensions provided below. Actual dimensions will be provided with the first print order.

