

Program 1007S. Beginning July 2015 thru June 2016. This contract has one year base with 4 option years  
 TITLE: "Nutrition and Food Service Menus"

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Boworth Printing Co. Stoughton MA		GPO ESTIMATE	
		UNIT RATE	COST	UNIT RATE	COST
<b>I. COMPLETE PRODUCT</b>					
1. Printed two sides in four color process					
(a) Make-ready and setup charge, face and back					
(1) Format "A" .....	16	60.00	960.00	85.00	1360.00
(2) Format "B" .....	24	95.00	2280.00	119.00	2856.00
(b) Running, per 100 copies, face and back					
(1) Format "A" .....	100	16.35	1635.00	8.00	800.00
(2) Format "B" .....	228	36.10	8230.80	20.00	4560.00
<b>II. ADDITIONAL OPERATIONS</b>					
1. Proofs, two sides					
(a) Inkjet Proof, face and back					
(1) Format "A" .....	16	6.00	96.00	20.00	320.00
(2) Format "B" .....	24	10.00	240.00	30.00	720.00
(b) Content Proof, face and back					
(1) Format "A" .....	1	8.00	8.00	6.00	6.00
(2) Format "B" .....	4	12.00	48.00	10.00	40.00
2. Computer time work on electronic camera copy corrections, per hour.....					
	2	80.00	160.00	65.00	130.00
<b>CONTRACTOR TOTALS</b>			\$ 13,657.80		\$ 10,792.00
<b>DISCOUNT</b>			1% \$ 136.58		\$ -
<b>DISCOUNTED TOTALS</b>			20 days \$ 13,521.22		\$ 10,792.00

**AWARDED**

Reviewed by: \_\_\_\_\_

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Seattle, Washington

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Nutrition and Food Service Menus**

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

VA Portland Health Care System

**Single Award**

The term of this contract is for the period

**beginning Date of Award and ending June 30, 2016**

(This is the base year. The contract has a four-year extension potential.)

**BID OPENING:** Bids shall be publicly opened at 2 p.m., prevailing Seattle time, on June 30, 2015.

**Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 1007-S" on the outside of the envelope.**

**CONTRACT TERM:** The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."



The following web address will allow you to print a copy of the 910 form.  
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>

**THIS IS A NEW OFFERING, THERE IS NO HISTORY**

For information of a technical nature call Felicia Buchko, Ext. # 3, or email [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov), other questions should be directed to the contract administrator, Lautret Moore, Ext. # 2, or e-mail [lmoore@gpo.gov](mailto:lmoore@gpo.gov) Phone: (206) 764-3726 (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. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>    <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

**SUBCONTRACTING:** The predominant production function is presswork.

**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 MIL-STD-105):

- (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	Government furnished material or Approved Proof
P-9. Solid and Screen Tint Color Match	Government furnished material or Approved Proof
P-10 Process Color Match	Government furnished material or Approved Proof

**OPTION EXTENSION OF CONTRACT TERM:** The Government may extend the term of this contract by written notice to the contractor no later than 30 days before the contract expires. If the Government exercises this option, the extended contract will include all provisions herein. The total duration of this contract, including the exercise of any options, will not exceed five years.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

Forms

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

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

**LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS:** Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program year other than the first program year.. When additional funds are available for the full requirements of the next succeeding program year, the Contracting Officer shall, not later than 30 calendar days before the expiration of the program year for which performance has been funded (unless a later date is agreed to), so notify the contractor in writing. Notification that funds are not available shall effect cancellation of the contract.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

**FACSIMILE BIDS:** The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey 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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from July 1, 2015 through June 30, 2016. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

**PAYMENT:** Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Publishing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.



<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

**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.

**RECOVERED MATERIALS PROGRAM:** The Government Publishing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 11," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber. By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract. When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of forms requiring such operations as printing four color process, scoring, folding, packing and delivery.

**TITLE:** Nutrition and Food Service Menus

**FREQUENCY OF ORDERS:** Approximately 4 orders per year.

**QUANTITY:** Approximately 8200 copies per order.

An average of four different versions in format A per order with an average total quantity of 2500 per order.

An average of six different versions in format B per order with an average total quantity of 5700 per order.

Quantities for different versions will vary per order. Follow print orders for quantity.

### **NUMBER OF PAGES:**

Format A prints face and back of flat sheet.

Format B prints face and back of flat sheet.

**TRIM SIZE:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A": 5-2/3 x 11"

Format "B": 11 x 17"

### **GOVERNMENT TO FURNISH:**

Digital files on a CD-ROM.

Digital files could include but are not limited to: Mac OS InDesign files and PDF files. Various versions may be used. The contractor must have the current versions and up-grade as they become available.

Print orders.

GPO Form 905 for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except 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 products in accordance with these specifications.

Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the ordering agency.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

Forms

**COMPUTER TIME WORK:** Will consist of repairs not listed above required by the ordering agency on electronic camera copy. Time work will be rounded up to the closest 15 minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for the repairs.**

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

When required, upon completion of each 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. The Government may request digital deliverables as Adobe Acrobat Portable Document Format (PDF) files.

**FILMS/REPRODUCIBLES:** Film is not required.

**PROOFS:** When proofs are required contractor to provide proof indicated on Print Order.

When required a stock sample must be provided with the proof. No additional charge will be allowed for stock sample.

Inkjet: One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology And/or ICC Profiles Technology, and meet or exceed industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 Wedge or P2P25 Target.

Content Proof: One (1) set of digital color content proofs. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

Mark package containing proof: "IMPORTANT: Proofs for Program 1007S, Print Order \_\_\_\_\_"

Deliver proof to OR address indicated on the print order. Proofs will be withheld not more than 3 workdays from receipt by the Government to receipt in contractor's plant. When proofs are requested contractor must not print prior to receipt of an 'OK to print'.



**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.  
[http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

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 specified.

Color of paper furnished must be of a uniform shade and a close match by visual inspection of the JCP color samples.

The paper/stock to be used will be indicated on each print order.

White Matte Cover, C2S, basis size 20 x 26, basis weight 60-65 lbs. per 500 sheets; equal to JCP L50 or equivalent

**PRINTING: Must be printed offset.** Print head to head in four-color process.

**INK:** four color process

**MARGINS:** Bleeds four sides on most orders.

**BINDING:**

Format A: No folding.

Format B: Trifold. Score at all folds. Fold two parallel folds. Title panel facing out. Finished size 5-2/3 x 11".

**PACKING:** Pack different sizes separately in bundles in suitable units. Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed.

**LABELING AND MARKING:** Use GPO form 905 to mark all shipping containers.

**DISTRIBUTION:** Deliver f.o.b. destination to Portland, Oregon.

Complete address will be furnished on individual print orders.

Upon completion of each order, all originals, Government Furnished Material, and/or negatives must be returned to the Department.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies, must be borne by the contractor.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [lynn.kitagawa@va.gov](mailto:lynn.kitagawa@va.gov) and to [infoseattle@gpo.gov](mailto:infoseattle@gpo.gov). Call the agency to confirm receipt of documentation. The subject line of the message shall be "Distribution for PROGRAM 1007S, PRINT ORDER: \_\_\_\_\_". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts 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).

Schedule begins the first workday after contractor notification that order is available for pick-up.

No definite schedule for pickup of material can be predetermined.

Government furnished materials are to be picked up, f.o.b. destination, at the ordering Department (see address under "Distribution").

Orders must be completed and delivered within 20 workdays.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

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.



### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months work 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 the term of this contract.

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

			(1)	(2)
I.	1.	(a)	16	24
		(b)	100	228
			(1)	(2)
II.	1.	(a)	16	24
		(b)	1	4
	2.	2		

**SECTION 4.- SCHEDULE OF PRICES**

**SUBMISSION OF OFFERS AND EVALUATION:**

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications. Bids for each item listed in its respective format group, as defined in Section 2.- Specifications, must include the cost of all required materials and operations 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 non-responsive.

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), N/A 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.

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

- I. **COMPLETE PRODUCT:** Prices quoted must include the cost of all required materials and operations, which includes, but not limited to stock, printing, binding and delivery, necessary for the complete production and distribution of the product listed in accordance with these specifications.

"Format" groups shall be defined as follows:

Format "A": 5-2/3 x 11"  
Format "B": 11 x 17"

		<b>Format A (1)</b>	<b>Format B (2)</b>
1.	Printed two sides in four color process:		
	(a) Make-ready and setup charge, face and back	\$ _____	\$ _____
	(b) Running, per 100 copies, face and back	\$ _____	\$ _____

- II. **ADDITIONAL OPERATIONS:** The prices quoted for each of the following items must be all inclusive for the performance of operations, that are additional to those specified under Item I, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

		<b>Format A (1)</b>	<b>Format B (2)</b>
1.	Proofs, two sides:		
	(a) Inkjet Proof, face and back	\$ _____	\$ _____
	(b) Content Proof, face and back	\$ _____	\$ _____
2.	Computer time work on electronic camera copy corrections, per hour.		\$ _____

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

\*\*\*\*\*

**BIDDER'S NAME AND SIGNATURE:** Fill out and return all pages in "Section 4.- Schedule of Prices" and initial or sign each in the space provided, and submit with GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder \_\_\_\_\_

\_\_\_\_\_  
City - State

\_\_\_\_\_  
Signature and title of person authorized to sign this bid

\_\_\_\_\_  
Person to be contacted                      Telephone Number