

Program No 0779S Term DATE OF AWARD To 12/31/17				
TITLE: GPO Business Cards				
ENVISION PRINT				
WICHITA, KS				
		Basis of		
Item No.	Description	Award		
I.	COMPLETE PRODUCT:			
(a)	Style 1 Gold + Cool Gray 11.....per name			
-1250 cards	5	\$ 21.79	108.95
-2500 cards	10	\$ 22.55	225.50
(b)	Style 1 Gold + Cool Gray 11.....per name			
-1250 cards	70	\$ 21.79	1,525.30
-2500 cards	20	\$ 22.55	451.00
II.	PREMIUM PAYMENTS:			
	Percentage increase.....			
	CONTRACTOR SUBTOTALS			\$2,310.75
	ACCELERATED SCHEDULE	5%		\$115.54
	PERCENTAGE INCREASE		0%	\$0.00
	CONTRACTOR TOTALS			\$2,310.75
	EPA		0.00%	\$0.00
	DISCOUNTED TOTALS			\$2,310.75

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

GPO Business Cards

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

U.S. Government Publishing Office

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **December 31, 2017**, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, D.C. time, on **December 16 2016**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., Eastern Standard Time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature call **Rose Hood** (202) 512-0310 or e-mail aps-team1@gpo.gov.

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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

GPO Contract Terms (GPO Publication 310.2): <http://www.gpo.gov/printforms/pdf/terms/pdf>.

GPO QATAP (GPO Publication 310.1): <http://www.gpo.gov/printforms/pdf/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.

Inspection Levels (from ANSI/ASQC 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-5. Text and Illustration Image Position	Furnished electronic media
P-7. Type Quality and Uniformity	Furnished electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE 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 **five (5) years** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing adjustment(s).

EXTENSION OF CONTRACT TERM: 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 **December 31, 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 **September 30, 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: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

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 a "print order" for all jobs placed with the contractor for the month. The print order, when issued, will indicate the number of orders produced and any other information pertinent to the orders for the month.

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 **December 31, 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 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.

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>.

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

NOTE: 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 business cards requiring such operations as data capture, composition, printing, trimming, packing, and delivery.

NOTE: Orders will be placed via GPO's Intranet.

TITLE: GPO Business Cards.

NUMBER/FREQUENCY OF ORDERS: Approximately 1 to 50 orders per month (Note: one order consists of one name and may be placed on a single print order).

QUANTITY: 250 or 500 cards per individual name/order. Approximately 80 percent of orders will be for 250 cards.

TRIM SIZE: 3-1/2 x 2".

STYLES: Two card styles (See last page of this specs. or page 11 for styles) will be ordered as follows:

Style 1: GPO Management (Grade 15 and above). Gold PMS 875 (Metallic Ink) + Cool Gray 11.

Style 2: GPO Employees. Blue PMS 5415 + Cool Gray 11.

EXHIBITS: Samples shown are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these Exhibits.

GOVERNMENT TO FURNISH: Electronic Media (contractor to hold for use throughout the term of the contract):

Platform: Macintosh G5, System 10.

Storage Media: CD-R.

Software: Adobe InDesign.

All files will be created in current versions or near current versions of the above mentioned programs.

Note: **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

Fonts: All printer and screen fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and / or its originator. All furnished fonts are to be eliminated from the Contractor's archive immediately after completion of the contract.

Visual: One full-color laser printout of each style.

Additional Information supplied:

Files will be provided in native application.

One Reproduction Proof, Form 905 (R. 6/03) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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.

REPORTS: Contractor must generate and submit a monthly report to the designated authorized GPO employee. Report shall contain: date each order was placed, names, number of cards per order, total number of orders placed, confirmation code, cost code, and billing information.

COMPOSITION: Contractor will be required to create business cards for each individual's pertinent information as submitted by PDF according to predefined styles.

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.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

Mohawk's Smooth White Cover: basis weight: 100 lbs. per 500 sheets, 20 x 26", or equal to JCP code L62.

PRINTING: GPO logo is approximately 1-1/4 x 7/16".

Style 1: Print two sides.
Text prints in Gold PMS 875 Metallic Ink and Cool Gray 11 using the offset printing process.

Style 2: Print two sides in Blue PMS 5415 and Cool Gray 11 using the offset printing process.

MARGINS:

Style 1: Gold image: Head 0.1667"; Foot 0.1667"; Left 0.1667"; Right 0.1667"

Style 2: Blue image: Head 0.1389"; Foot 0.1667"; Left 0.1667"; Right 0.1667"

BINDING: Trim four sides.

PACKING: Box individual names in units of 250 cards, and affix a copy of the card to the end panel of each box. Insert box (es) into cushioned shipping bag(s), or at contractor's option, a shipping container.

Individual boxes, shipping bags or containers must be of sufficient strength as to insure against damage to the product during shipment, and the package will not open nor split during shipment.

LABELING AND MARKING: Reproduce shipping container label from furnished reproduction proof, fill in appropriate blanks, and attach to shipping containers.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The electronic order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Deliver f.o.b. destination to U.S. Government Publishing Office, Plant Operations, 44 H Street, NW, Room C702, Washington, D.C. 20401, Attn: Roger Jack.

All shipments made by small parcel carrier must be traceable to show proof of delivery.

Upon completion of the contract term, contractor must return all furnished material to the above address.

All expenses incidental to returning furnished materials at completion of contract must be borne by the contractor.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of electronic confirmation.

Furnished material must be picked up from the U.S. Government Publishing Office, 27 G Street, NW, Washington, DC 20401 (7:00am to 3:45pm local time).

No definite schedule for placement of orders can be predetermined.

The following schedule begins the workday after issuance of a confirmed electronic order; the workday after receipt of electronic confirmation will be the first workday of the schedule.

Contractor must complete production within **five (5) workdays** after receipt of confirmed electronic order.

Accelerated Schedule: Approximately 5% of orders may require an accelerated schedule. Accelerated schedule orders must be delivered within **one (1) workday** after receipt of confirmed electronic order.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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 12 months' 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 for a like period of time.

PREMIUM PAYMENTS: Orders requiring an accelerated schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items in the "Schedule of Prices".

It is estimated that 5% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices" (Item II.), to 5% of the prices offered for Item I.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

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

- | | | |
|-----|-----|-----|
| I. | (1) | (2) |
| (a) | 5 | 10 |
| (b) | 70 | 20 |

SECTION 4. - SCHEDULE OF PRICES

Bids offered f.o.b. destination.

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 invoices submitted to the GPO shall be based on the most economical method of production.

I. COMPLETE PRODUCT: The prices offered must be all-inclusive, generating reports, offset printing, and boxing of business cards, in accordance with these specifications, and shall include the costs of all required materials and operations necessary (including stock) for the complete production and distribution of the product as defined in Section 2. - Specifications.

	<u>250 Cards</u> (1)	<u>500 Cards</u> (2)
(a) Style 1 Gold + Cool Gray 11 per name	\$ _____	\$ _____
(b) Style 2 Blue + Cool Gray 11 per name	\$ _____	\$ _____

II. PREMIUM PAYMENTS: Premium payments will apply to all items required to produce the product ordered. This is only authorized for orders placed on the "Accelerated Schedule".

Percentage increase %

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. - SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)

GPO BUSINESS CARDS

Font: HELVETICA NEUE LT PMS Inks: 5415, 875 METALLIC, and COOL GRAY GRAY 11

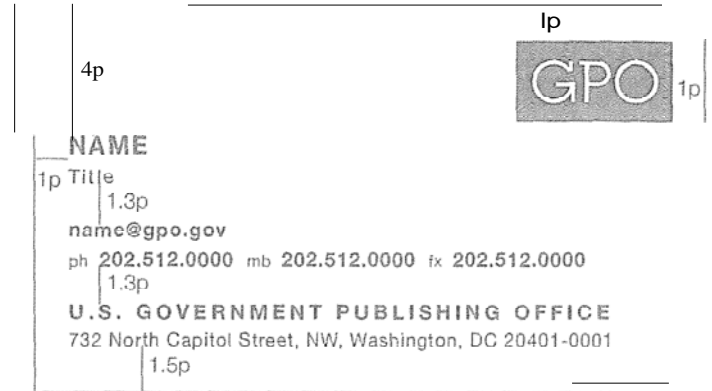
Front of Card

NAME Helvetica Neue LT 75 Bold 9/11 all caps track 100 PMS 5415	E-mail/phone number Helvetica Neue LT 75 Bold 7.5/11 track 50 ph, mb, fx Helvetica Neue LT 55 Roman 6/11 Cool Gray 11 track 50
Title Helvetica Neue LT 45 Light 7.5/11 cap/lc track 100 Cool Gray 11	Agency Name Helvetica Neue LT 75 Bold 7.75/20 all caps track 200 Cool Gray
	Address Helvetica Neue LT 55 Roman 7/10 Cool Gray 11 track 50

Blue Card

PMS 5415 + Cool Gray 11

Style sheets in InDesign file



Back of Card Standard for all cards, template in InDesign file



NAME Helvetica Neue LT 75 Bold 9/11 all caps track 100 PMS875	E-mail/phone number Helvetica Neue LT 75 Bold 7.5/11 track 50 ph, mb, fx Helvetica Neue LT 55 Roman 6/11 Cool Gray 11 track 50
Title Helvetica Neue LT 45 Light 7.5/11 cap/lc track 100 Cool Gray 11	Agency Name Helvetica Neue LT 75 Bold 7.75/20 all caps track 200 Cool Gray
	Address Helvetica Neue LT 55 Roman 7/10 Cool Gray 11 track 50

Gold Card

PMS 875 + Cool Gray 11

Style sheets in InDesign file



Back of Card Standard for all cards, template in InDesign file



