



Program No C843-S														
TITLE: SSA-Initiated (SI) Social Security Statements														
Term: MARCH 31, 2014 TO AUGUST 31, 2015														
TWO LOT		ABR SERVICES WALDORF, MD			BMS DIRECT, INC. LYNCHBURG, VA		CENVEO ST. LOUIS EUREKA, MO		NPC, INC.. CLAYSBURG, PA		PINNACLE DATA SYSTEM SUWANEE, GA		SOURECLINK MIAMISBURG, OH	
ITEM NO.	DESCRIPTIONS	BOA	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>COMPOSITION:</b>													
	Envelopes.....per envelope.....	1	\$75.00	\$75.00	\$200.00	\$200.00	\$25.00	\$25.00	NC		NC		NC	
II.	<b>PROCESSING/FORMATTING FILES:</b>													
	Processing/formatting files.....per workload.....	1	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$250.00	\$250.00	NC		NC		NC	
III.	<b>REPRODUCTION TEST:</b>													
(A)	Wire Transmission Test.....per test.....	1	\$500.00	\$500.00	NC		NC		NC		NC		NC	
(B)	Preproduction Validation Test.....per test.....	1	\$500.00	\$500.00	NC		NC		NC		NC		NC	
IV.	<b>PRINTING/IMAGING,BINDING, AND CONSTRUCTION:</b>													
(A)	Pre-Makeready/setup charge.....	250	\$100.00	\$25,000.00	\$300.00	\$75,000.00	\$350.00	\$87,500.00	\$400.00	\$100,000.00	NC		NC	
(B)	Notice: Printing/imaging in black, including binding.....per 1,000 pages.....	225,000	\$7.00	\$1,575,000.00	\$12.00	\$2,700,000.00	\$19.45	\$4,376,250.00	\$5.05	\$1,136,250.00	\$5.50	\$1,237,500.00	\$4.92	\$1,107,000.00
(C)	Envelopes: Printing in black, including construction.....per 1,000 envelopes.....	45,000	\$3.58	\$161,100.00	\$5.03	\$226,350.00	\$6.00	\$270,000.00	\$9.00	\$405,000.00	NC		\$5.34	\$240,300.00
V.	<b>PAPER:</b>													
	Computation of the net number of leaves will be based on the following:													
	Notices- Each page-size leaf.....													
	Envelopes- Each envelope.....													
(A)	White Offset Book (50-lb.); or a contractor's option, White Writing (20-lb.).....per 1,000 leaves.....	112,500	\$6.40	\$720,000.00	\$7.95	\$894,375.00	\$6.71	\$754,875.00	\$8.63	\$970,875.00	\$6.70	\$753,750.00	\$6.80	\$765,000.00
(B)	White Writing (20-lb.); or, at contractor's option, White Offset Book (60lb.).....per 1,000 leaves.....	45,000	\$10.73	\$482,850.00	\$10.10	\$454,500.00	\$10.65	\$479,250.00	\$9.00	\$405,000.00	\$14.00	\$630,000.00	\$8.01	\$360,450.00
VI.	<b>INSERTING; PACKING, AND MAILING:</b>													
	Mailers.....per 1,000 mailers.....	45,000	\$13.00	\$585,000.00	\$14.00	\$630,000.00	\$17.11	\$769,950.00	\$11.00	\$495,000.00	\$9.00	\$405,000.00	\$9.91	\$445,950.00
	<b>CONTRACTOR TOTALS</b>			\$3,552,525.00		\$4,980,925.00		\$6,738,100.00		\$3,512,125.00		\$3,026,250.00		\$2,918,700.00
	<b>DISCOUNT</b>			\$0.00	1.00%	\$49,809.25	0.00%	\$0.00	0.25%	\$8,780.31	1.00%	\$30,262.50	0.00%	\$0.00
	<b>DISCOUNTED TOTALS</b>			\$3,552,525.00		\$4,931,115.75		\$6,738,100.00		\$3,503,344.69		\$2,995,987.50		\$2,918,700.00
													AWARDED	

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

***Pressure-Sensitive Labels***

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

U.S. Department of Agriculture/APHIS

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 AM, prevailing Washington, DC time, on **January 6, 2017**.

**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: PPSGB, 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., prevailing Washington, DC, 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.

**BIDDERS, PLEASE NOTE:** These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature call **David Love** (202) 512-0310 or email [aps-team1@gpo.gov](mailto: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 (Rev. August 2002)).

**GPO Contract Terms** (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

**GPO QATAP** (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

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

**SUBCONTRACTING:** The predominant production function is printing. Any contractor who cannot perform the predominant production function will be declared non-responsible.

**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/ACQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Proofs/Camera copy
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 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 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.

#### **PREAWARD TEST:**

The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish camera copy consisting of text and line matter to be reproduced same size, as specified in these specifications. The copy will be representative of the items that are to be produced under these specifications.

The furnished test material must be picked up from: U.S. Government Publishing Office, 732 North Capitol Street, NW, Agency Publishing Services, AST 1, Mailstop: CSAP, Washington, DC 20401.

#### Hawaii Inspection Labels

The prospective contractor must print and construct 10 sample labels with black text, in each of the five different background colors (See: "STOCK/PAPER") for each of the seven island locations (See Exhibit A). 350 total labels.

Contractor must submit preaward test samples within **10 workdays** of receipt of furnished test material.

**Note:** Contractor MUST notify the GPO of delivery of preaward test samples the same workday as delivery to the ordering agency address below.

A total of 350 Preaward test samples (10 labels of each color for each of 7 locations) along with furnished materials must be submitted to: State Plant Health Director's Office, USDA/APHIS/PPQ, Room 8-120, 300 Ala Moana Boulevard, P.O. Box 50002, Honolulu, HI 96850. Attn: Betty-Ann Singh

Puerto Rico Inspection Labels

The prospective contractor must print and construct 20 sample labels with black text in each of the five different background colors (See: "STOCK/PAPER"). 100 total labels.

Contractor must submit Pre-Award test samples within **10 workdays** of receipt of furnished test material.

**Note:** Contractor MUST notify the GPO of delivery of preaward test samples the same workday as delivery to the ordering agency addresses below.

A total of 50 Pre-Award test samples (10 labels of each color) along with furnished materials must be submitted to: USDA APHIS PPQ, 150 Jose Santana Avenue, Building C-2, Warehouse # 3, Carolina PR, 00949. Attn: Mildred Sosa

A total of 50 Pre-Award test samples (10 labels of each color) must be submitted to: USDA APHIS PPQ, 150 Mercedita Airport, Suite 17, Ponce PR, 00715-1301. Attn: Albert Roche

Failure to deliver completed preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

If preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples if so notified by the Contracting Officer.

In the event the revised preaward test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

All operations necessary in the complete performance of this preaward test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **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.

**WARRANTY:** Contract Clause 15, "Warranty," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**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 labels requiring such operations as printing, construction, packing, and distribution.

**TITLE:** Hawaii and Puerto Rico Inspection Labels

**FREQUENCY OF ORDERS:** Approximately 7 total orders per year. (4 for Hawaii and 3 for Puerto Rico)

### **QUANTITY:**

#### Hawaii Inspection Labels

Approximately 3,000 to 4,500 total rolls per order.

**Note:** Each roll must consist of 500 labels. Quantities per roll must be exact – plus or minus quantities will NOT be allowed. There are seven total island locations and five different colored labels. Up to approximately seven island locations in up to five different colors may be required per print order. Quantities per location and color will vary.

#### Puerto Rico Inspection Labels

**Large Order** – Approximately 3,000 up to 4,500 total rolls per order.

**Small Order** – Approximately 1,500 total rolls per order.

**Note:** Each roll must consist of 1,000 labels. Quantities per roll must be exact – plus or minus quantities will NOT be allowed. There are five different colored labels required per print order. An order will normally consist of an equal quantity of each color.

**NUMBER OF PAGES:** Face only

### **TRIM SIZE:**

Hawaii Inspection Labels – 1-1/8 x 5-1/2” per label

Puerto Rico Inspection Labels – 4 x 1” per label

**GOVERNMENT TO FURNISH:** Camera copy (for each island location /color group) consisting of text and line matter to be reproduced same size.

**Note:** All furnished copy will be furnished at the beginning of the contract to be held by the contractor for use throughout the term of the contract.

Previously printed samples to be used as color match and construction guide.

Exhibit A – Hawaii Labels

Exhibit B – Puerto Rico labels

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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., carried in the copy 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.

**SCANNING/DIGITAL DELIVERABLE:** Contractor is required to scan the furnished copy an Adobe Acrobat PDF file (latest version) and return to the ordering agency on a CD upon completion of the contract.



**PROOFS:** As indicated on the Print Order

**Digital color content proofs**

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. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

**Note:** If labels are flood coated to achieve the specified colors (see “PRINTING”), contractor must submit ink draw downs on actual production stock of Pantone colors used in the job.

**PDF Proofs**

Contractor to submit one “Press Quality” PDF “soft” proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof must indicate margins. PDF will be evaluated for text flow, image position, and margins. Proof will not be used for color match.

E-Mail PDF Proof to the Agency contact noted on the Print Order. PDF must be marked with the Program number / Print Order number along with a return name and E-Mail address.

Contractor must call GPO Contract Compliance Section at (202) 512-0520, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov), immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department.

If any contractor’s errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

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.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

**Hawaii Inspection Labels**

Colored Permanent Pressure-Sensitive, Gloss-Coated Adhesive Label Paper \*, basis weight: 50 - 70 lbs. per 500 sheets, 25 x 38”. (Basis weight is at contractor’s option.)

\* At contractor’s option, White Label Stock may be used and flood coated to achieve the required colors noted. (See “PRINTING”).

**Note:** The Hawaii Inspection Labels must match the following five required colors:

- |                                |                                 |
|--------------------------------|---------------------------------|
| Pink – Pantone 210             | Florescent Yellow – Pantone 803 |
| Light Blue – Pantone 305       | Florescent Purple – Pantone 807 |
| Florescent Green – Pantone 802 |                                 |

*Backing Sheet:* Silicon-coated, high-density bleached Kraft

Basis weight (lb./3,300 sw. ft.) .....	54.0
Caliper (mils) .....	3.2
Tensile (lb./in. width)(MD/CD) .....	30/21
Tear (grams)(MD/CD) .....	51/69

**Puerto Rico Inspection Labels**

Use same label paper and backing sheet requirements as noted above for Hawaii Inspection Labels

**Note:** The Puerto Rico Inspection Labels must match the following five colors:

Red – PMS Red 032C  
Yellow – PMS Yellow C  
Green – PMS Green C  
Orange – PMS Orange 021C  
Pink – PMS 204 C

**PRINTING:** GPO imprint is waived and must not print on the finished product.

Hawaii Inspection Labels

Print text and line matter in black ink only. All orders will print identical image with the exception of the island location text. The different island locations can be ordered on any of the different colored label stocks. Flood coat each label with a clear, non-yellowing gloss varnish.

**See Exhibit A: Hawaii Inspection Labels**

Puerto Rico Inspection Labels

Printing consists of type and line matter. The type and line matter will be the same for all rolls of labels, regardless of the background color. Flood coat each label with a clear, non-yellowing gloss varnish.

**See Exhibit B: Puerto Rico Inspection Labels**

At contractor's option, the labels may be flood coated to achieve the required colors (See "STOCK/PAPER"). Flood coat each label with a clear, non-yellowing gloss varnish.

**Note:** Labels must retain their color for a minimum of one year from delivery date.

***Contractor must ensure that the labels will never be exposed to temperatures below minus 50 degrees Celsius or above 50 degrees Celsius during production.***

**MARGINS:** Margins will be as indicated on the print order or furnished copy. If flood coated, labels bleed on all four sides.

**CONSTRUCTION:**

Hawaii Inspection Labels

The back of each label must be coated with a permanent type, pressure-sensitive adhesive. Mount labels end-to-end and center on a suitable sized continuous backing sheet. Labels are to be approximately 3/16" apart. Die cut each label to 1-1/8 x 5-1/2" with all corners rounded. Remove waste.

Wind (face up) 500 labels per roll on a 1" diameter core.

Puerto Rico Inspection Labels

The back of each label must be coated with a permanent type, pressure-sensitive adhesive. Mount labels end-to-end and center on a suitable size continuous backing sheet. Labels are to be approximately 1/8" apart. Die cut each label to 4 x 1" with all corners rounded. Remove waste.

Labels will be used to adhere to luggage after inspection, so the label will need an "H" engrave-cut so as to destruct when peeled off.

Wind (face up) 1,000 labels per roll on a 3" diameter core.

**SPECIAL ADHESIVE INSTRUCTIONS:**

These labels must be able to stick to any porous or non-porous surface, such as modern luggage, metals, woods, plastics, all fabrics, ceramics, crystals, and cardboard.

The label must be able to adhere to corrugated materials that contain recycled papers, flexible plastics, and a variety of different materials and surfaces (i.e., garment bags and suitcases). The adhesive properties must be durable. Sample of adhesive will furnished at time of award.

Labels must have permanent pressure-sensitive adhesive with good initial tack, with cold temperature performance, and water-removable characteristics. Adhesive should be removable by washing with 100 degrees Fahrenheit water.

Adhesive must not degrade when exposed to tropical heat and humidity.

Adhesive must meet the following requirements:

Caliper (mils).....	0.7
Application temperature .....	+40 degrees F to +130 degrees F
Service temperature range .....	-50 degrees F to +15- degrees F

**PACKING:** Shrink-film wrap each individual roll of labels.

Hawaii Inspection Labels

Labels must be packed separately per island location in appropriately-sized inner boxes. Pack suitable all inner boxes in shipping containers.

Puerto Rico Inspection Labels

Pack each color of labels separately. Pack rolls of labels of one color per shipping container

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when shipped.

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

NOTE: Each shipping container must be identified as “Pressure-Sensitive Labels” and must indicate quantity.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sub-lots of rolls for each island location/color group. A random roll must be selected from each sub-lot of rolls. Do not choose copies from the same general area in each sub-lot of rolls. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

**NOTE:** *The contractor must furnish 50 sample labels for each different island location / color group ordered in each color specified. The contractor can select a label from the beginning or end of a roll from the rolls randomly selected (from each island location/color group) throughout the production run.*

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and distributed as follows:

**Hawaii Inspection labels:** Send Blue Label copies to: USDA/APHIS/PPQ, Attn: Betty-Ann Singh, Room 8-120, 300 Ala Moana Boulevard, P.O. Box 50002, Honolulu, HI 96850.

**Puerto Rico Inspection labels:** Send Blue Label copies to: USDA/APHIS, PPQ, Puerto Rico, Attn: Enrique Diaz, 150 Central Sector, Building C-2, Warehouse #3, Carolina, Puerto Rico 00979. (Telephone: (787) 253-7850).

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print 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 sub-lot. 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:**

#### Hawaii Inspection Labels

Ship f.o.b. destination to six (6) addresses in Hawaii. (NOTE: Addresses may be on different islands in Hawaii.)  
*Inside delivery for all destinations required.*

Complete addresses and quantities will be furnished with each order.

Upon completion of each order, the contractor must furnish 10 label samples of each island location ordered to: USDA/APHIS/PDMCS, Attn: Tawanna Johnson, Unit 1A-01.12, 4700 River Road, Riverdale, MD 20737, and must furnish all shipping tracking numbers to: [tawanna.n.johnson@aphis.usda.gov](mailto:tawanna.n.johnson@aphis.usda.gov).

#### Puerto Rico Inspection Labels

Deliver f.o.b. destination to:

- USDA, San Juan Port, APHIS, PPQ-Puerto Rico, 150 Central Sector, Building C-2, Warehouse #3, Carolina, Puerto Rico 00979. Attn: Enrique W. Diaz, Program Support Assistant. (787) 253-7850. Inside delivery is required.
- USDA, APHIS, PPQ, PONCE WORK UNIT, 150 Mercedita Airport, Suite 17, Ponce, PR 00715-1301.

Points of Contact:

PSA Luis G. Gaudinot, email: [Luis.G.Gaudinot@aphis.usda.gov](mailto:Luis.G.Gaudinot@aphis.usda.gov), 787-709-4959,

PSC Anthony Rios, email: [Anthony.Rios@aphis.usda.gov](mailto:Anthony.Rios@aphis.usda.gov), 787-709-4964, and

OIC Albert Roche, email: [Albert.Roche@aphis.usda.gov](mailto:Albert.Roche@aphis.usda.gov)

***Contractor must ensure that the labels will never be exposed to temperatures below minus 50 degrees Celsius or above 50 degrees Celsius during shipping/delivery.***

Upon completion of the contract, the contractor must return all furnished materials and digital deliverables to: USDA/APHIS/PDMCS, Attn: Tawanna Johnson, Unit 1A-01.12, 4700 River Road, Riverdale, MD 20737.

**Note:** Pack all furnished copy for Hawaii and Puerto Rico Inspection labels separately in wrapped packages or envelopes with cardboard or other means necessary to protect from damage during delivery.

All expenses incidental to picking up and returning furnished material, submitting proofs, and furnishing samples 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 the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined.

#### Hawaii Inspection Labels

Furnished material must be picked up from: USDA/APHIS/PDMCS, Attn: Tawanna Johnson, Unit 1A-01.12, 4700 River Road, Riverdale, MD 20737.

Proofs must be delivered to and picked up from:

State Plant Health Director's Office, USDA/APHIS/PPQ, Attn: Betty-Ann Singh, Room 8-120, 300 Ala Moana Boulevard, P.O. Box 50002, Honolulu, HI 96850. (808- 838-2781)

OR

USDA/APHIS/PPO, Kahului Airport, Main Terminal, 1 Kahului Airport Road, Kahului, HI 96732. Attn: Noel Hashimoto (808- 877-8757)

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

Contractor must complete production and distribution within 25 workdays.

No specific date is set for submission of proofs, when required. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

PDF soft proofs must be emailed to the address specified on the print order.

When hard proofs are required they will be withheld no more than five (5) workdays from their receipt at the ordering agency until they are made available for pickup.

**Note:** The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

All proof and transit time is included in the 25-workday schedule.

#### Puerto Rico Inspection Labels

Furnished material must be picked up from, and hard copy proofs delivered to and be picked up from: USDA/OC, Attn: OC/Printing Branch, Room 446-A, 1400 Independence Avenue, SW, Washington, DC 20250.

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

Contractor must complete production and distribution within 32 workdays.

No specific date is set for submission of proofs, when ordered. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

PDF soft proofs must be emailed to the address specified on the print order.

When hard proofs are required they will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup or the contractor is notified by email.

**Note:** The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.

All proof and transit time is included in the 32-workday schedule.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. destination must be delivered to the destination specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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](mailto: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 one (1) 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 for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

- I. (a) 15,108
- (b) 7,500
- (c) 1,500
  
- II. (a) 15,108
- (b) 9,000

**SECTION 4. - SCHEDULE OF PRICES**

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.

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.

Cost of all required paper must be charged under Item II. "PAPER."

**I. PRINTING, CONSTRUCTION, PACKING AND DISTRIBUTION:** The prices offered shall include the cost of all required materials and operations necessary for the printing, construction, packing, and distribution of the product listed in accordance with these specifications.

- (a) Hawaii Inspection Labels  
Printing in black ink, including construction.....per roll..... \$ \_\_\_\_\_
- (b) Puerto Rico Inspection Labels - Large order  
Printing in black ink, including construction.....per roll..... \$ \_\_\_\_\_
- (c) Puerto Rico Inspection Labels - Small order  
Printing in black ink, including construction.....per roll..... \$ \_\_\_\_\_

**II. PAPER:** Payment for all 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 label rolls furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

NOTE: Prices must include cost of backing sheet.

- (a) Hawaii Inspection Labels  
Colored Permanent Pressure-Sensitive, Gloss-Coated  
Adhesive Label Paper (50 - 70 lb.).....per roll..... \$ \_\_\_\_\_
- (b) Puerto Rico Inspection Labels – All orders (Large or Small)  
Colored Permanent Pressure-Sensitive, Gloss-Coated  
Adhesive Label Paper (50 - 70 lb.).....per roll..... \$ \_\_\_\_\_

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









US GOVERNMENT PRINTING OFFICE - PPO 404 - R-INSPECTION LBL - PANTONE RED  
 JOB#72-10301/04 - PROOF#1 - DATE: 7/1/15



PMS RED 032



BLACK



DIELINE/SECURITY  
 SLIT DOES NOT  
 PRINT



LINER DOES  
 NOT PRINT

