

[illegible]

U.S. GOVERNMENT PUBLISHING OFFICE
Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Labels

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

Federal Prison Industries (FPI) Unicor

Single Award

CONTRACT TERM: The term of this contract is for the period beginning May 1, 2016 and ending April 30, 2017, plus up to four (4) optional 12-month contract extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Dallas, Texas time, on April 12, 2016.

BIDDERS, PLEASE NOTE: Minor changes are scattered throughout; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Technical questions concerning this contract should be directed to Tom Bacon at (214) 767-0451 ext. 1 or tbacon@gpo.gov.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Customer Services, Dallas Regional Office, Agency Procurement Services, 1100 Commerce Street, Suite 731, Dallas, TX 75242.

Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. 214-767-0456. 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.

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

To submit a bid, contractors must execute and submit the "Schedule of Prices" (beginning on page 11), included within, and GPO Form 910, included within.

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)). A copy of these publications, as well as other supplemental GPO contract documents, can be obtained at: <http://www.gpo.gov/vendors/gaocab.htm>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site (<http://www.gpo.gov/vendors/index.htm>) where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor s seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

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.
- c) Exceptions: Finishing Attributes for Envelopes -- None but envelopes must function as intended.

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-7. Type Quality and Uniformity	Electronic file or Approved Proof

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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 authorized 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.

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.

PAYMENT: Contractors are required to submit all vouchers through the FAX Gateway. Each invoice submitted to GPO for payment must be for only one job and it must contain a copy of the print order and proof of delivery. If a delivery receipt contains proof of delivery for more than one job, the receipt must be duplicated and a copy submitted with each invoice. To get instructions, go to: <http://www.gpo.gov/vendors/payment.htm>

Note: The contractor shall itemize each billing voucher in accordance with the contract "Schedule of Prices."

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 **May 1, 2016 and April 30, 2017**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, 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.

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 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **May 1, 2016 and ending April 30, 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 January 31, 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.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or no availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

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.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of labels requiring such operations as printing, binding, packing, and distribution.

TITLE: Labels.

FREQUENCY OF ORDERS: The frequency and quantities are given for each item below.

*****MULTIPLE ORDERS MAY BE PLACED ON THE SAME DAY*****

NOTE: When orders are placed, items will be identified only by the National Stock Number (NSN). Read each separate item carefully as the description varies from item to item. No substitutions are allowed for stock or backing sheets specified.

NSN: 7540-01-207-5536: Form title – SF 706. Approximately 3 orders per year. Approximately 200,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-1/8 x 1-1/4". Label prints face only in PMS 165C orange ink (type reverses out to appear white). Background orange bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

NSN: 7540-01-207-5537: Form title – SF 707. Approximately 3 orders per year. Approximately 550,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-1/8 x 1-1/4". Label prints face only in PMS 186C red ink (type reverses out to appear white). Background red bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

NSN: 7540-01-207-5538: Form title – SF 708. Approximately 3 orders per year. Approximately 225,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-1/8 x 1-1/4". Label prints face only in PMS 286C blue ink (type reverses out to appear white). Background blue

bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

NSN: 7540-01-207-5539: Form title – SF 710. Approximately 4 orders per year. Approximately 725,000 sheets of labels per year. Labels print in units of eight to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 1-11/16 x 1-3/16". Label prints face only in PMS 356C green ink (type reverses out to appear white). Background green bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

NSN: 7540-01-207-5540: Form title – SF 709. Approximately 4 orders per year. Approximately 80,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-1/8 x 1-1/4". Label prints face only in PMS 264C lavender ink (type reverses out and prints in black). Background lavender bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

NSN: 7540-01-207-5541: Form title – SF 711. Approximately 4 orders per year. Approximately 70,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-9/16 x 1-3/8". Label prints face only in black ink. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing

sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

NSN: 7540-01-267-1158: Form title – SF 712. Approximately 3 orders per year. Approximately 85,000 sheets of labels per year. Labels print in units of six to a sheet. Sheet size is 5-1/4 x 4-1/4". Label size is 2-1/2 x 1-3/8". Label prints face only in PMS 101C yellow ink (type reverses out and prints in black). Background yellow bleeds all edges of the sheet and label. Individual labels are kiss cut to but not through the backing sheet. Stock is White Pressure Sensitive Destructible Vinyl with a 94 lb. Stayflat Liner backing sheet. Note: Backing sheet must contain a suitable release coating for label removal and an antiblock coating to eliminate back label transfer. Liner must be moisture resistant and lay flat regardless of change in humidity. Paper must be appropriate to the adhesive, which will permit label to be released easily from the backing sheet and leave no adhesive residue. Ink must be non-removable and impervious to all cleaning liquids and/or other chemicals (matte varnish permitted/no lamination). Labels must adhere to data processing media containing classified information and must remain so firmly fixed that they cannot be removed and are tamperproof. Labels must also stay firmly affixed to backing sheet during storage and processing until removed by hand. Adhesive must have a shelf life of at least two years. Pad on the top 5-1/4" side in units of 50 sheets per pad with a suitable chipboard back. Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped packages shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD".

QUANTITY VARIATION ALLOWED: Plus/minus none. Quantities must be exact.

GOVERNMENT TO FURNISH: A PDF file for each label will be provided to the contractor at the start of the contract. During the contract period, some of the labels may be revised. If this occurs, the Department will provide camera copy with changes noted and the contractor will be required to create a new file.

Print Orders. Inner and outer carton labels to be completed and reproduced by the contractor as necessary.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc, except GPO imprint, form number, and revision date, carried on copy or film must not print on the 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.

STOCK/PAPER: Specifications for all stock are identified in the item descriptions listed above.

PRINTING: Print in one or two ink colors (see item descriptions). Contractor must match the Pantone number as specified for individual items as identified by the NSN.

Margins: Six labels bleed all edges; one label has adequate gripper margins (see item descriptions).

PROOFS: The contractor may be required to send two material samples and two content proofs for the first order of each item.

If required, one material sample and one content proof is to be sent to the following 2 addresses:

UNICOR
1100 River Road
Hopewell, VA 23860
Attn: Lee Walker (804-733-7881 ext. 4211)

GPO Dallas
1100 Commerce St., Room 731
Dallas, TX 75242
Attn: Proofs/1724-S Program/TB

PACKING: Shrink-film wrap in units of 1 pad per wrap. Eighty (80) film-wrapped pads shall be packed in a close fitting fiberboard container. Quantity on shipping labels to be indicated as "80 PD". Dependent upon the size of the order, pallets are required. The pack shall be in compliance with latest revision of Industry Standard ASTM D3951. Application for copies of ASTM standards should be addressed to ASTM, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959 (www.astm.org).

Containers must be packed solidly (top and sides) to prevent shifting while in transit. In the event the material does not fit snugly on the top or sides, open-cell pads or thicknesses of corrugated board must be added.

Packing List: Each shipment shall contain a packing list showing the following data:

1. Name and address of consignor,
2. Name and address of consignee,
3. Requisition and GPO jacket numbers,
4. Bill of lading number if any,
5. Description of the material shipped, including:
 - a. Publication number (NSN) and title, if applicable, and date,
 - b. Quantity per container and total quantity,
 - c. Total number of containers,
 - d. Total number of pallets.

Each packing list must be sealed in a waterproof envelope secured to the outside of the container on the upper left front of the pallet.

LABELING AND MARKING: Inner Package and/or Container Label:

Contractor must reproduce inner package label from furnished repro. Contractor must affix a completed label on each inner package. All inner packages must be labeled, not marked, with label entries in bold characters at least 10 mm (3/8") high.

Quantities on all labels must be expressed using GSA specified units of issue abbreviations such as HD (hundreds), SE (sets), etc. Stock No. and Control No. must appear on all labels.

Bar Code Markings: The stock number must be bar coded on all inner packages and shipping container labels. All bar code marking must be in accordance with Federal Standard Number 123 (see attached). **NOTE: CONTRACTOR TO CREATE THE BAR CODE FOR THE NSN NUMBER.** Bar code is Code 39.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

In addition to the regular markings, include the Form No., Revision Date, Stock No. and Quantity on all labels exactly as specified. Packages/containers containing multi-part forms must be marked with the number of parts following the form number (i.e. SF-557 {3 Part Set}).

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two sample sheets of labels will be sent for inspection to: U.S. Government Printing Office, 1100 Commerce St, Rm 731, Dallas, TX 75242, Attn: Inspection Samples.

All expenses incidental to furnishing sample copies must be borne by the contractor.

NOTE: The warranty period for these orders is extended from 120 days to one calendar year.

DISTRIBUTION: Deliver f.o.b. destination to the address below:

UNICOR
1100 River Road
Hopewell, VA 23860
Attn: Lee Walker (804-733-7881 ext. 4211)

RECEIPT FOR DELIVERY: The contractor must furnish his own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered; number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The receipt must accompany the contractor's voucher for payment.

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).

The following schedule begins the workday after notification of the availability of the print order.

- (a) Approximately 10% of the orders must be completed and delivered within 10 calendar days.
- (b) Approximately 50% of the orders must be completed and delivered within 11 to 20 calendar days.
- (c) Approximately 40% of the orders must be completed and delivered within 21 to 30 calendar days.

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

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 orders for 12 months under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during a like period of time.

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

- I. (a) 200
- (b) 550
- (c) 225
- (d) 725
- (e) 80
- (f) 70
- (g) 85

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

Fractional parts of 1000 will be prorated at the per 1000 rate.

Each item will be identified by the NSN:

I. COMPLETE PRODUCT:

- (a) NSN: 7540-01-207-5536.....per 1,000 sheets of labels.....\$_____
- (b) NSN: 7540-01-207-5537.....per 1,000 sheets of labels.....\$_____
- (c) NSN: 7540-01-207-5538.....per 1,000 sheets of labels.....\$_____
- (d) NSN: 7540-01-207-5539.....per 1,000 sheets of labels.....\$_____
- (e) NSN: 7540-01-207-5540.....per 1,000 sheets of labels.....\$_____
- (f) NSN: 7540-01-207-5541.....per 1,000 sheets of labels.....\$_____
- (g) NSN: 7540-01-267-1158.....per 1,000 sheets of labels.....\$_____

(Initials)

BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4.- Schedule of Prices". Initial or sign each in the space provided. Also submit two copies of GPO Form 910, "Bid". 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)

By_____

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

(Person to be contacted)

(Telephone Number)

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) will be made from: City _____, State _____

(The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____ Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Signature _____

GPO Contractor Code (if known) _____ Date _____

Telephone Number _____ Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(Initials) (Initials)

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS.

R-1. Small business. By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

R-2. Small Disadvantaged Business Concern. By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

R-3. Women-Owned Small Business Concern. By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

CERTIFICATIONS.

C-1. Covenant Against Contingent Fees. Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

C-2. Buy American Certification. Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

C-3. Clean Air and Water. Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

C-4. Certificate of Independent Price Determination. Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that-

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters (Jan. 1999). By submission of a bid-

(a)(1) The offeror certifies, to the best of its knowledge and belief, that-

(i) The offeror and/or any of its principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division or business segment, and similar positions).

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 Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will-

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

*****SAMPLE BID ENVELOPE*****

In order to insure proper processing of all bids, the following
Information is required on all contractor furnished bid envelopes:

JACKET OR PROGRAM NO. _____
FROM _____
ADDRESS _____

(Please check appropriate box)

- ☐ BID
- ☐ NO BID
- ☐ CONFIRMATION OF TELEPHONE/TELEGRAPH BID

U.S. Government Printing Office
Dallas Regional Printing Procurement Office
1100 Commerce Street, Room 731
Dallas, TX 75242

BIDS WILL BE RECEIVED UNTIL

AT 2 P.M. PREVAILING DALLAS TIME

POSTAGE
STAMP
REQUIRED