

| Program No 2740S Term 07/01/23 To 06/30/24 | | | | |
|---|---|-----------------------|------------------|--------------------|
| TITLE: Hard and Soft Tags | | | | |
| | | | | |
| ASCOT TAG & LABEL | | | | |
| Newark, NJ | | | | |
| | | | | |
| ITEM NO. | DESCRIPTION | BASIS OF AWARD | UNIT RATE | COST |
| I. | Printing, Binding, Packing, and Distribution | | | |
| A. | Hard tags: Printing in Black Ink | | | |
| (1) | Makeready and/or Setup | 10 | \$50.00 | \$500.00 |
| (2) | Running per 100 copies | 10 | \$9.00 | \$90.00 |
| B. | Hard Tags: Printing in Black and One Pantone Color | | | |
| (1) | Makeready and/or Setup | 95 | \$70.00 | \$6,650.00 |
| (2) | Running per 100 copies | 204 | \$10.75 | \$2,193.00 |
| C. | Soft Tags: Printing in Black and One Pantone Color | | | |
| (1) | Makeready and/or Setup | 67 | \$65.00 | \$4,355.00 |
| (2) | Running per 100 copies | 114 | \$6.00 | \$684.00 |
| CONTRACTOR TOTALS | | | | \$14,472.00 |
| DISCOUNT | | | 1.00% | \$144.72 |
| DISCOUNTED TOTALS | | | | \$14,327.28 |
| AWARDED | | | | |

U.S. GOVERNMENT PUBLISHING OFFICE

San Antonio, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Hard and Soft Tags

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

DLA Document Services

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning July 1, 2023 and ending June 30, 2024, plus up to four (4) optional 12-month extension periods 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 opened at 1:00 pm, prevailing Dallas, TX time, on June 20, 2023, at the Southcentral Regional Office.

BID SUBMISSION: Bidders must submit email bids to bidssouthcentral@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 1:00 PM. on the bid opening date specified above will not be considered for award. This will not be a public bid opening***

BIDDERS, PLEASE NOTE: This contract was previously 7763S. All bidders are cautioned to familiarize themselves with all provision of these specification before bidding.

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

For information of a technical nature, contact Robert Martinez at (202)717-2492 or email rmartinez@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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived

SUBCONTRACTING: Subcontracting is not allowed.

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-7. Type Quality and Uniformity | Average Type Dimension/Furnished Copy/Furnished Sample |
| 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 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.

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 July 1, 2023 to June 30, 2024, 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 March 31, 2023, 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.

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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PREPRODUCTION CONFERENCE: After award, the ordering agency may choose to hold a via Preproduction Conference Call. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete the fulfillment of the contract. The contractor should be prepared to present detailed production and quality control plans including such items as: (1) processing orders and pre-flighting supplied PDF files; (2) internal schedule and workflow; (3) identifying coordination/communication contacts; (4) FTP setup/procedures; and (5) any other special requirements which are specific to this contract.

Representatives from the Government and all points of contact from each phase of production from the primary contractor will be required to attend the meeting.

ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS: 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 July 1, 2023 through June 30, 2024, 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.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Contractor's billing invoice must be itemized in strict accordance with the items in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of hard and soft tags requiring such operations as composition, printing, binding, packing, and distribution.

TITLE: Hard and Soft Tags.

FREQUENCY OF ORDERS: Approximately 120 orders per year.

Multiple items may be ordered on the same print order.

QUANTITY: Approximately 100 to 1,000 copies per order. Approximately 50 to 500 copies per item. (An occasional order may be issued for 1,000. It is anticipated that the majority of orders will be for 250 copies or less.)

TRIM SIZE: 6-1/4 x 3-1/8"

GOVERNMENT TO FURNISH:

Handwritten and typewritten manuscript copy.

Previously printed tag to be used as a sample for composition/color match, when required.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried on the furnished 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.

COMPOSITION: Contractor to create at least three (3) basic tags. The titles are Serviceable Tag - Materiel, Unserviceable (Repairable) Tag - Materiel, and Unserviceable (Condemned) Tag.

Each basic tag consists of approximately 15 to 20 lines of type (five (5) are vertical), five (5) horizontal rules, and four (4) vertical rules plus borders that bleed all four (4) sides.

Approximately 10 to 15 lines of type will overprint the basic tags and change from order to order.

Approximately 75% of the print orders will consist of both hard and soft tags that consist of the same basic tag overprinting with the same image.

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. 13" dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All paper used in each order must be of a uniform shade.

Hard Tags: High-Finish Manila Tag, basis weight: 150 lbs. per 500 sheets, 24 x 36", equal to JCP Code P10.

Soft Tags: White Uncoated Text, basis weight 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING: Text, line matter and rule lines print vertical and horizontal. Print face only in a single black ink or in black ink plus one Pantone color. Contractor to match Pantone color as indicated in the print order.

MARGINS: Margins will be as indicated on the print order or furnished file. Tags bleed all sides.

BINDING:

Hard Tags – Trim four (4) sides. Drill one (1) hole approximately 3/16” in diameter, centered on the left 3-1/8” dimension. Reinforce hole on both sides with hard fiber patch. Clip both corners on the left 3-1/8” of the hard fiber patch.

Soft Tags - Trim four (4) sides.

PACKING: Pack suitable in shipping containers not to exceed 45 pounds when fully packed. When multiple items are ordered, each item must be packed separately and clearly identified.

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 during shipment.

LABELING AND MARKING: Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at gpo.gov, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to: DLA Document Services, Attn: Lindsay R. Brock (405-203-8806) and Shawn Marquess (785-209-2905), 3420 D Avenue, Building I, Door 5, Tinker AFB, OK 73145-9186.

Upon completion of each order, contractor must notify the ordering agency (on the same day that the product delivers) via email to: charles.knight@dla.mil, shaun.sullivan@dla.mil, and infosouthcentral@gpo.gov. The subject line of this message shall be “Distribution Notice for Program 2740S-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

As indicated on the print order, all furnished material (if applicable) must be returned via traceable means to the Government. The address will be on the print order.

All expenses incidental to picking up and returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any order prior to receipt of the individual print order (GPO Form 2511).

Print order and furnished material must be picked up from: DLA Document Services, Attn: Lindsay R. Brock (405-203-8806) and Shawn Marquess (785-209-2905), 3420 D Avenue, Building I, Door 5, Tinker AFB, OK 73145-9186.

At contractor's option, the manuscript copy may be faxed or transmitted by email.

No definite schedule for pickup of material/placement of orders can be predetermined.

The following schedule begins 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 15 workdays after notification of availability of print order and furnished material.

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 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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting via email infosouthcentral@gpo.gov or by calling Robert Martinez at (202)717-2492. Personnel receiving the email or call will be unable to respond to questions of a technical nature or 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."

| | (1) | (2) |
|-------|-----|-----|
| I. A. | 10 | 10 |
| B. | 95 | 204 |
| C. | 67 | 114 |

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SECTION 4. - SCHEDULE OF PRICES

All shipments 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.

Contractor must make an entry in each of the spaces provided. Quotes 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. Quotes submitted with NQ (No Quote), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

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

Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

I. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including composition and paper) for the printing, binding, packing, and distribution of the product listed in accordance with these specifications

| | <u>Makeready and/or Setup</u> (1) | <u>Running Per 100 Copies</u> (2) |
|--|--|--|
| A. Hard Tags: | | |
| Printing in Black ink..... | \$ _____ | \$ _____ |
| B. Hard Tags: | | |
| Printing in Black and One Pantone Color..... | \$ _____ | \$ _____ |
| C. Soft Tags: | | |
| Printing in Black and One Pantone Color..... | \$ _____ | \$ _____ |

Initials

SHIPMENTS: Shipments 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, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

| Program No 2740S Term 07/01/23 To 06/30/24 | | | | |
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| | | | | |
| ASCOT TAG & LABEL | | | | |
| Newark, NJ | | | | |
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