

PROGRAM 2219-S TAB DIVIDERS (11/17)								
			CI Filing Systems, LLC		IFS Filing Systems		Sellco Industries, Inc.	
			Totowa, NJ		Milwaukee, WI		Cortland, NY	
		BASIS OF	UNIT		UNIT		UNIT	
ITEM NO.	DESCRIPTION	AWARD	RATE	COST	RATE	COST	RATE	COST
I.	<i>PREPRESS OPERATIONS</i>							
(a)	Digital color one-off proof..... per divider	80	NC	-----	NC	-----	1.00	80.00
(b)	Composition (typesetting 1-3 lines) per divider..... per order	128	NC	-----	NC	-----	NC	-----
II.	<i>PRINTING AND CONSTRUCTION</i>							
(a)	Tab printed one side only in a single color..... per divider							
(1)	Makeready and/or Setup	80	NC	-----	NC	-----	13.00	1040.00
(2)	Running..... per 100 copies	192	5.00	960.00	5.58	1,071.36	5.50	1056.00
(b)	Tab printed two sides in a single color..... per divider							
(1)	Makeready and/or Setup	240	NC	-----	NC	-----	15.00	3600.00
(2)	Running..... per 100 copies	576	5.00	2,880.00	5.58	3,214.08	6.50	3744.00
(c)	Body copy printed one side in a single color..... per divider							
(1)	Makeready and/or Setup	5	NC	-----	NC	-----	8.00	40.00
(2)	Running..... per 100 copies	120	5.00	600.00	5.58	669.60	5.00	600.00
III.	<i>ADDITIONAL OPERATIONS</i>							
(a)	Drilling (each run)..... per 100 dividers	768	NC	-----	NC	-----	1.50	1152.00
(b)	Collation.....per set	3,120	NC	-----	NC	-----	0.20	624.00
(c)	Shrink-film wrapping..... per wrap	400	NC	-----	NC	-----	0.18	72.00
	CONTRACTOR TOTALS			4,440.00		4,955.04		12,008.00
	DISCOUNT		Net	-----	Net	-----	1% 20 days	120.08
	DISCOUNTED TOTALS			4,440.00		4,955.04		11,887.92
				AWARDED				

U.S. GOVERNMENT PUBLISHING OFFICE

Philadelphia, PA

For the Procurement of

Tab Dividers

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

Defense Logistics Agency, Document Services, Philadelphia

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending November 30, 2017, 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 publicly opened at 11:00 AM, prevailing Philadelphia, PA time, on November 23, 2016.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Customer Services, Philadelphia Regional Office, Agency Procurement Services, Southampton Office Park, 928 Jaymor Road, Suite A-190, Southampton, PA 18966-3820. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. (215) 364-6476 or 6479. 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.

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

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

For information of a technical nature, contact Diane Peluso at 215-364-6465 x4 or email dpeluso@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <https://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.

SUBCONTRACTING: Subcontracting will not be permitted.

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

Product Quality Levels:

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

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	O.K. Proofs/Manuscript/ Average type dimension/Electronic media

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.

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 November 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 August 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.

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

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives and the ordering agency at the GPO Philadelphia Regional Office or by conference call, immediately after award.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by 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 November 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" 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 one.

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 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: U.S. Government Publishing Office, Comptroller, Stop FMCE, Office of Financial Management, Washington, DC 20401.

When completing the billing invoices, contractor must include all requested information as outlined in *GPO's Billing Instruction* (GPO Publication 300.3) <http://www.gpo.gov/vendors/billing.htm>. 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 tab dividers requiring such operations as composition, electronic prepress, printing, construction, packing, and shipping.

TITLE: Tab Dividers.

FREQUENCY OF ORDERS: Based on past performance, it is anticipated that from 15 to 25 orders will be placed per year.

QUANTITY: Approximately 10 to 1,000 copies per order.

NUMBER OF PAGES: Approximately 1 to 20 tabs per order.

TRIM SIZES:

Body copy of sheet without tab size-

8-1/4 x 6-1/4"

8-1/2 x 5-1/2"

8-1/2 x 11"

11 x 8-1/2"

Tab Size: 1/4" or 1/2" for any body trim size as indicated on the print order.

GOVERNMENT TO FURNISH: Typewritten manuscript copy.

Electronic Media:

Platform: Microsoft Windows 7 Enterprise Operating System

Storage Media: CD or Email

Software: Microsoft Word 2013, Adobe AcrobatX Pro

Supported file types: PDF, DOC

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

A visual of the furnished electronic files will be provided and/or the ordering agency will list the required font per print order.

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

All printer and screen fonts will be furnished.

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

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., carried on hard copy or electronic copy, must not print on finished product.

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

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: Approximately 40% of orders will require typesetting for 1 to 3 type lines printed vertically or horizontally.

The contractor must set all in same or similar typefaces as electronic media or as indicated per print order.

Typefaces and Sizes: The contractor must set all in same or similar typefaces as per print orders and reprint copy.

Vertical Rules: Each vertical rule appearing in tabular matter will be measured as if it were one horizontal type line within the table. For purposes of this contract, a vertical rule is defined as any rule which could be drawn along a guide edge, without moving the guide edge, regardless of how often the ruling pen must be lifted.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the US Government Publishing Office, Philadelphia Regional Office and the points of contact on the individual print orders.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall have available all the screen and printer fonts required to successfully output each page.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

PROOFS: As indicated per print order, the contractor will provide either or both proof types below.

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 will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call the point of contact at phone number on print order to confirm receipt.

One (1) set of digital color one-off proof created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

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.

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

White, Index, basis weight: 110, lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

PRINTING: At contractor's option, product may be produced via conventional offset or digital printing provided that Quality Level IV standards are maintained. Final output must be a minimum of 150-line screen.

No GPO imprint required.

Print on tab or tab plus body copy as per print order.

Print face only or face and back as per print order.

Print in black ink. No bleeds.

Inks used on tabs shall withstand the laminating in plastics, cellulose acetate, polyethylene terephthalate, or equal materials.

All reproduced copy must be legible.

Standard format copy below prints, unless different text directions indicated on print orders.

Vertical Side Tabs: Tabs run along the long dimension, on side.

 Tabs read top to bottom.

 On front, type faces in.

 On back, type faces in.

Vertical Bottom Tabs: Tabs run along the short dimension, on bottom.

 Tabs read left to right.

 On front, type faces out.

 On back, type faces in (head to foot).

Horizontal Side Tabs: Tabs run along the short dimension, on side.

 Tabs read top to bottom.

 On front, type faces in.

 On back, type faces in.

Horizontal Bottom Tabs: Tabs run along the long dimension, on bottom.

 Tabs read left to right.

 On front, type faces out.

 On back, type faces in (head to foot).

MARGINS: Maintain margins as per furnished copy/electronic file or as indicated on print order.

CONSTRUCTION: Die-Cut: Tabs with round corners.

Tab Dividers: Range from 1/3 cut to 1/26 cut. Most tab dividers will print on 1/10 cut.

Lamination Method – Tabs, Binding Edge:

Binding edge must be reinforced by the lamination method of a single thickness of clear mylar, plastic, cellulose acetate, polyethylene, terephthalate, or equal material securely bonded to the back side of the sheet, extending the full length and approximately 9/16" or 5/8" wide.

 Tabs to have a single thickness of clear or color mylar, plastic, cellulose acetate, polyethylene terephthalate, or equal material, securely bonded to each side of the tab, and shall lap over at least 3/8" onto the body copy and shall extend at least 3/8" beyond the tab ends. The outer edge of the tab must be smooth.

Contractor must guarantee that the coating will be waterproof, not curl or break when bent at a 90° angle, and will not separate from the sheet under normal use.

Collating: Set of tabs can be one bank or several banks of tabs in different cuts. Tab dividers are straight collated as sets or uncollated as per tab title.

Drilling: When ordered, drill 2 round, 1/4" or 5/16" diameter holes, 2-3/4" center to center. Center of holes 3/8" from top edge.

When ordered, drill 3 round, 1/4" or 5/16" diameter holes, 4-1/4" center to center, 3/8" from center of hole to left binding edge.

PACKING: Shrink-film wrap in suitable units or as indicated per print order.

Pack suitable in shipping containers not to exceed 40 pounds when fully packed.

Pack carefully to insure that the dividers are not damaged in transit.

LABELING AND MARKING: (Package and/or Container label) Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Ship f.o.b. contractor's city to Connecticut, Maine, Massachusetts, New York and Pennsylvania.

Complete addresses and quantities will be furnished with the print orders.

Upon completion of each order, all Government furnished material must be returned to address on print order within the same states listed above.

Receipt for Delivery: Contractor must furnish their 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 original copy of this receipt must accompany the contractor's voucher for payment.

All expenses incidental to picking up, returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

Ship by traceable means. No deviations from shipping instructions will be permitted.

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).

When applicable, furnished materials and proofs must be picked up from and delivered to address on the print order.

When applicable, PDF soft proofs must be emailed to the email address specified on the print order.

When applicable, furnished electronic media and visuals must be returned with hard copy proofs.

No definite schedule for pickup of material 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 ten (10) to fifteen (15) workdays.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until

they are made available for pickup. The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time. NOTE: When PDF soft proofs are furnished, ordering agency will provide changes/corrections/"O.K. to Print" via email.

- All proof and transit time is included in the 10-15 workday schedule.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices listed in the "Schedule of Prices" to the following units of production. The item designations correspond to those listed in the "Schedule of Prices". The bidder must make an entry in each of the spaces provided.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production 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.

Transportation charges are not a factor in determining award. However, bidder must state in the bid, the location (city and state) of the plant(s) from which this product will be shipped. If shipment is not made from this location, contractor may be responsible for any additional shipping costs incurred.

I. (a) 80

(b) 128

II. (1) (2)

(a) 80 192

(b) 240 576

(c) 5 120

III.

(a) 768

(b) 3120

(c) 400

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Price must include the cost of all 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.

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

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

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

I. PREPRESS OPERATIONS: Prices must include the cost of all required materials and operations (including stock/paper, die-cutting, and lamination).

- (a) Digital color one-off proof per divider\$ _____
- (b) Composition (typesetting 1 to 3 lines).....per divider per order.....\$ _____

II. PRINTING AND CONSTRUCTION (Any cut; any tab position): Prices offered shall include the cost of all required materials and operations (including soft proofs, stock/paper, die-cutting, lamination and distribution).

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Tab printed one side only in a single color..... per divider	\$ _____	\$ _____
(b) Tab printed two sides in a single color..... per divider	\$ _____	\$ _____
(c) Body copy printed one side in single color per divider	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Drilling (each run)..... per 100 dividers.....\$ _____
NOTE: Three holes will be the maximum for any one run.
- (b) Collation..... per set.....\$ _____
- (c) Shrink-film wrapping per wrap.....\$ _____

(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)