

Program No 7763S Term 07/01/18 To 06/30/19									
TITLE: HARD AND SOFT TAGS									
				ASCOT TAG		WBC INC dba LITHEXCEL		PARAMOUNT PRESS	
				Newark, NJ		Albuquerque, NM		Arvada, CO	
				290-07760		300-52436		050-66970	
ITEM NO.	DESCRIPTION	BASIS OF AWARD		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I	HARD/SOFT TAGS								
1	Hard Tags printing in a single ink color Up to 499								
	(a)(1) Makeready	48		\$45.00	\$2,160.00	\$40.00	\$1,920.00	\$75.00	\$3,600.00
	(b)(1) Running.....per 100 copies.....	95		\$7.90	\$750.50	\$9.00	\$855.00	\$15.00	\$1,425.00
1	Hard Tags printing in a single ink color 500+								
	(a)(2) Makeready	2		\$45.00	\$90.00	\$40.00	\$80.00	\$75.00	\$150.00
	(b)(2) Running.....per 100 copies.....	5		\$6.25	\$31.25	\$8.00	\$40.00	\$12.50	\$62.50
2	Hard Tags printing in two ink colors Up to 499								
	(a)(1) Makeready	190		\$65.00	\$12,350.00	\$75.00	\$14,250.00	\$85.00	\$16,150.00
	(b)(1) Running.....per 100 copies.....	380		\$9.75	\$3,705.00	\$12.00	\$4,560.00	\$16.00	\$6,080.00
2	Hard Tags printing in two ink colors 500+								
	(a)(2) Makeready	10		\$65.00	\$650.00	\$75.00	\$750.00	\$85.00	\$850.00
	(b)(2) Running.....per 100 copies.....	20		\$8.25	\$165.00	\$10.50	\$210.00	\$13.50	\$270.00
3	Soft Tags printing in a single ink color up to 499								
	(a)(1) Makeready	28		\$45.00	\$1,260.00	\$30.00	\$840.00	\$70.00	\$1,960.00
	(b)(1) Running.....per 100 copies.....	36		\$4.25	\$153.00	\$3.50	\$126.00	\$10.00	\$360.00
3	Soft Tags printing in a single ink color 500+								
	(a)(2) Makeready	2		\$45.00	\$90.00	\$30.00	\$60.00	\$70.00	\$140.00
	(b)(2) Running.....per 100 copies.....	2		\$4.00	\$8.00	\$3.00	\$6.00	\$8.00	\$16.00
4	Sof Tags printing in two ink colors up to 400								
	(a)(1) Makeready	114		\$60.00	\$6,840.00	\$48.00	\$5,472.00	\$70.00	\$7,980.00
	(b)(1) Running.....per 100 copies.....	320		\$4.25	\$1,360.00	\$5.00	\$1,600.00	\$12.00	\$3,840.00
4	Soft Tags printing in two ink colors 500+								
	(a)(2) Makeready	6		\$60.00	\$360.00	\$48.00	\$288.00	\$70.00	\$420.00
	(b)(2) Running.....per 100 copies.....	17		\$4.00	\$68.00	\$4.50	\$76.50	\$10.00	\$170.00
	CONTRACTOR TOTALS				\$30,040.75		\$31,133.50		\$43,473.50
	DISCOUNT			1.00%	\$300.41	1.00%	\$311.34	0.00%	\$0.00
	DISCOUNTED TOTALS				\$29,740.34		\$30,822.17		\$43,473.50

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

Defense Logistics Agency (DLA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning July 1, 2018 and ending June 30, 2019, 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 10:00 a.m., prevailing Dallas, TX time, on June 19, 2018.

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) 767-4101. 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 Jan. 2018. The contractor is to follow the instructions in the Bid Submission/Opening area.

The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of revisions.

BIDDERS, PLEASE NOTE: This specification has been revised. Contractors are cautioned to review the specifications carefully.

Abstract is available at <https://www.gpo.gov/docs/default-source/contract-pricing/san-antonio/ab7763s.pdf>.

For information of a technical nature, call Denise Przbylowicz, 214-767-0451, Ext. 7 or email dprzbylowicz@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. 8-02)).

All GPO publications referenced in these specifications are available on the internet via the GPO website, <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>

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	Sample/Average Type Dimension
P-9. Solid or Screen Tints Color Match	Sample/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, 2018 to June 30, 2019 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, 2018, 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: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor’s representatives via teleconference, 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 July 1, 2018 through June 30, 2019, 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 contractor in conformance with the schedule.

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

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

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

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

PAYMENT: 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 invoicing. 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>

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 accordance with the items in the "SCHEDULE OF PRICES."

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of tags printing face only on Tag Stock (Hard Tags) and Offset Paper Stock (Soft Tags) requiring such operations as typesetting, printing, packing, and distribution.

TITLE: Hard and Soft Tags

FREQUENCY OF ORDERS AND QUANTITY: Approximately 200 orders per year. Multiple items may be placed on a single print order.

Hard Tags - It is anticipated that approximately 200 individual hard tags will be ordered annually with quantities from 100 to 1,000 or more each. It is anticipated that most orders will be for approximately 250 tags each.

Soft Tags - It is anticipated that approximately 150 individual soft tags will be ordered annually with quantities from 100 to 1,000 or more each. It is anticipated that most orders will be for approximately 250 tags each.

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, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, must not print on finished product.

One reproduction proof for shipping container labels, Form 905 (R. 3/90) with labeling and marking specifications.

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 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 (5 are vertical), 5 horizontal rules and 4 vertical rules plus borders that bleed 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.

PROOFS: Proofs will NOT be required; however, contractor will be responsible for final output that is in conformance with the visuals as provided. The contractor will be responsible for reporting immediately to the Government if there is any discrepancy within the content of the digital file versus the visuals.

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".

HARD TAGS: High-Finish Manila Tag, basis weight: 150 lbs. per 500 sheets, 22.5 x 28.5", equal to JCP Code P10. Tag must conform to Federal Spec. UU-T-81 except for "5 Prep. For Delivery".

SOFT TAGS: White Offset Book, basis weight 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING: All tags will print face only. When ordered, print black plus a Pantone color or a single Pantone color.

MARGINS: Tags bleed all sides.

BINDING: Hard Tags - Drill one (1) hole approximately 3/16" in diameter, centered in the left 3-1/8 dimension. Reinforce hole on both sides with hard fiber patch. Clip both corners at left end.

Soft Tags – Trim four (4) sides.

PACKING: Pack suitable in suitable quantities. When multiple items are ordered each item must be packaged separately and clearly identified.

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

DISTRIBUTION: Ship f.o.b. destination.

DLA Document Services, Attn: Shaun Sullivan (405-855-3983)/Charles Knight (405-855-3021), 3420 D Avenue, Building 1, Door 5, Tinker AFB, OK 73145-9186.

Complete quantities will be furnished on the print order.

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

Upon completion of each order, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: Charles.knight@dla.mil, Shaun.Sullivan@dla.mil, and infosanantonio@gpo.gov.

The subject line of this message shall be "Distribution Notice for Program 7763-S, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to picking up and returning materials, submitting proofs, 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).

As indicated on the print order, if hard copy pick up is required, furnished material must be picked up, at contractor's expense: DLA Document Services, Attn: Shaun Sullivan (405-855-3983)/Charles Knight (405-855-3021), 3420 D Avenue, Building 1, Door 5, Tinker AFB, OK 73145-9186.

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

Complete production and distribution within 15 workdays after notification of availability of print order and furnished material. The workday after notification will be the first workday of the schedule.

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

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.

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.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest quote by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months 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".

	(1)	(2)
I.		
(1)(a)	48	2
(1)(b)	95	5
(2)(a)	190	10
(2)(b)	380	20
(3)(a)	28	2
(3)(b)	36	2
(4)(a)	114	6
(4)(b)	320	17

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SECTION 4.- SCHEDULE OF PRICES

Quotes offered are f.o.b. destination.

Offerors must make an entry in each of the spaces provided. Offers 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 offeror intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Quote) 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.

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

I. HARD/SOFT TAGS: The prices offered must be all-inclusive for output from electronic media, printing, paper, finishing, and shall include the cost of all materials and operations as applicable.

Quantities

<u>Up to 499</u>	<u>500 +</u>
(1)	(2)

1. Hard Tags printing in a single ink color

(a) Makeready	\$ _____	\$ _____
(b) Running per 100 copies	\$ _____	\$ _____

2. Hard Tags printing in a two ink colors

(a) Makeready	\$ _____	\$ _____
(b) Running per 100 copies	\$ _____	\$ _____

3. Soft Tags printing in a single ink color

(a) Makeready	\$ _____	\$ _____
(b) Running per 100 copies	\$ _____	\$ _____

4. Soft Tags printing in a two ink colors

(a) Makeready	\$ _____	\$ _____
(b) Running per 100 copies	\$ _____	\$ _____

Initials

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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 point(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 fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor 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)

SHIPMENT(S): 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 Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID).

THIS SECTION FOR GPO USE ONLY

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