

Program No 1963-S Term 08/01/2019 To 07/31/2020												
TITLE: EPA Fact Sheets and Outreach Materials (Postcards)												
				(Contr #1 - E4)		(Contr #2 - G4)		(Contr #3 - I4)		(Contr #4 - K4)		(Contr #5 - M4)
				Synthesis Group		Production Press		Current Contractor				
				Berkeley, CA		Jacksonville, IL		Synthesis Group				
ITEM NO	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING, BINDING AND DISTRIBUTION:											
1.	Fact Sheets (8-1/2 x 11"):											
(a)	Printing four color process.....per page.....											
(1)	Makeready and/or Setup.....	150	80.00	12,000.00	32.25	4,837.50	80.00	12,000.00				
(2)	Running Per 100 Copies.....	2,480	21.00	52,080.00	9.19	22,791.20	21.00	52,080.00				
2.	Fact Sheets (8-1/2 x 14"):											
(a)	Printing four color process.....per page.....											
(1)	Makeready and/or Setup.....	2	80.00	160.00	38.47	76.94	80.00	160.00				
(2)	Running Per 100 Copies.....	160	21.00	3,360.00	12.67	2,027.20	21.00	3,360.00				
3.	4 x 6" (Postcard):											
(a)	Printing four color process.....per page.....											
(1)	Makeready and/or Setup.....	6	40.00	240.00	24.00	144.00						
(2)	Running Per 100 Copies.....	30	15.00	450.00	8.75	262.50						
4.	5 x 7" (Postcard):											
(a)	Printing four color process.....per side.....											
(1)	Makeready and/or Setup.....	2	40.00	80.00	24.00	48.00						
(2)	Running Per 100 Copies.....	10	15.00	150.00	8.94	89.40						
5.	5 x 8" (Postcard):											
(a)	Printing four color process.....per side.....											
(1)	Makeready and/or Setup.....	2	40.00	80.00	24.00	48.00						
(2)	Running Per 100 Copies.....	20	15.00	300.00	9.07	181.40						
II.	PAPER: PER 100 LEAVES											
(a)	White Offset Book (60lb).....											
(1)	8-1/2 x 11".....	992	1.75	1,736.00	1.49	1,478.08	1.70	1,686.40				
(b)	White Offset Book (70 lb).....											
(1)	8-1/2 x 11".....	1,488	2.00	2,976.00	1.72	2,559.36	2.00	2,976.00				
(c)	White Offset Book (80 lb).....											
(2)	8-1/2 X 14".....	160	3.00	480.00	3.37	539.20						
(d)	White Smooth Finish Cover (110lb).....	120	3.25	390.00	4.62	554.40						
III.	ADDITIONAL OPERATIONS:											
(a)	Ink-jetting/Printing addressess onto self-mailers.per 100 labels.....	2,640	6.50	17,160.00	7.21	19,034.40	6.00	15,840.00				
(b)	Sealing self-mailers with pressure-sensitive tab(s) along open edge.....per 100 tabs.....	2,640	6.75	17,820.00	3.97	10,480.80	6.75	17,820.00				
(c)	Letter-folding of furnished preprinted letterheads and inserting into furnished #10 commercial envelopes (includes sealing of envelope).....per 100 envelopes.....	26.4	10.00	264.00	8.97	236.81	12.50	330.00				
(d)	Mail preparation of self-mailers (includes list set-up validation, sorting, batching delivery in trays, etc.).....per order.....	25	45.00	1,125.00	70.00	1,750.00	40.00	1,000.00				
	CONTRACTOR TOTALS			\$110,851.00		\$67,139.19		\$107,252.40				
	DISCOUNT		1.00%	\$1,108.51	0.25%	\$167.85						
	DISCOUNTED TOTALS			\$109,742.49		\$66,971.34		\$107,252.40				

U.S. GOVERNMENT PUBLISHING OFFICE
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

EPA Fact Sheets and Outreach Materials (Postcards)

as requisitioned from the U.S. Government Printing Office (GPO) by the
U. S. Environmental Protection Agency (EPA)

Single Award

BID OPENING: Bids shall be publicly opened at 11:00a.m. PST on July 19, 2019.

For information of a technical nature call Ms. Scoti Cox at (707) 748-1970, Ext. 2. (No collect calls.)

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:

CONTRACT TERM: The term of this contract is for the period beginning August 1, 2019 and ending July 31, 2020, plus up to four optional 12-month period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause of this contract.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within 50-miles of San Francisco, CA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

An abstract of the previous contract prices is included in these specifications.

Personally Identifiable Information (PII) is included in this contract. The successful contractor **MUST** submit a Security Control Plan prior to award. No award will be made without an approval Security Control Plan. See Page 6.

Quotes and the Security Control Plan may be submitted via fax machine (See Page 2). The GPO fax number is (707) 748-1981.

NOTE: The GPO Form 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, pages 13 through 17 of Section 4 – “SCHEDULE OF PRICES”.

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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

- GPO Contract Terms (GPO Publication 310.2): <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.pdf>

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

Product Quality Levels:

- (a) Printing Attributes — Level III.
- (b) Finishing 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	Furnished Digital Files
P-8. Halftone Match (Single, Double Impression)	Furnished Digital Files
P-9. Solid and Screen Tint Color Match	Pantone Color Match

CONTRACTING METHOD: This procurement is being solicited as a Small Purchase Request for Quotation (RFQ). The sealed bidding terminology as used throughout these specifications is synonymous with their negotiated procurement counterparts unless specially stated otherwise. Negotiated pursuant to 41 U.S.C. 5(1).

Submit quotes to: U.S. Government Publishing Office, San Francisco Regional Office, 536 Stone Road, Suite I, Benicia, CA 94510.

FACSIMILE BIDS: Facsimile bids are permitted.

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to FAX No. (707) 748-1981, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
 - (1) Receipt of garbled or incomplete bid.
 - (2) Availability or condition of the receiving facsimile equipment.
 - (3) Incompatibility between the sending and receiving equipment.
 - (4) Delay in transmission or receipt of bid.
 - (5) Failure of the bidder to properly identify the bid.
 - (6) Illegibility of bid.
 - (7) Security of bid data.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, 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 contractors 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.

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 before expiration of the current contract term. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing revision.

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 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, the contract shall be divided into successive periods. The first period shall extend from August 1, 2019 to July 31, 2020. 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.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" 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 the 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 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 April 30, 2019, 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 prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award 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. 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)
- 7) Letter of commitment from any subcontractor

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.

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 August 1, 2019 to July 31, 2020 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.

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.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. 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 delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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.

The contractor MUST submit a Security Control Plan for approval prior to award. Award will not be made to any contractor without the approved Security Control Plan.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.)

Other specific examples of PII include, but are not limited to:

- a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- b. Address information, such as street address or personal email address;
- c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN: The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for nongovernment business. Specifically, no Government information shall be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
- (2) Explain how all accountable materials will be handled throughout all phases of production
- (3) How the disposal of waste materials will be handled;
- (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

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/finance/index.htm>.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or nonavailability 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.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of fact sheets and postcards requiring such operations as copy pickup, generation of printing media from furnished digital copy, proofs, press inspections, four-color printing, binding, folding, address labeling, delivery and safeguarding personally identifiable information (PII).

TITLE: EPA Fact Sheets and Outreach Materials (Postcards)

FREQUENCY OF ORDERS: Approximately 30 orders per year (25 Fact sheets and 5 postcards).

QUANTITY: Fact Sheets: Approximately 100 to 8,000 (average 1,320) copies per order.

Postcards: Approximately 400 to 8,200 copies (average 2,000) copies per order.

NUMBER OF PAGES: Fact Sheets: 2 to 24 (average 8 pages) pages per order.

Postcards: 2 pages per postcard per order.

Note: It is estimated that approximately two of the annual orders will concurrently require the contractor to fold/insert furnished preprinted letterheads into furnished #10 commercial envelopes or #A10 envelope and to affix furnished pressure-sensitive mailing labels.

TRIM SIZE:

FACT SHEETS: 8-1/2 x 11" and 8-1/2 x 14".

POSTCARDS: 4 x 6", 5 x 7" and 5 x 8".

GOVERNMENT TO FURNISH: Digital files will be typically be furnished via email, uploaded to contractor's secure FTP site and/or received on CD-R disc(s). The digital files are in Windows-compatible InDesign, Illustrator, and/or Photoshop plus Adobe Acrobat PDF, with fonts embedded or provided.

Distribution lists will be provided as Microsoft Excel spreadsheets.

Digital copy will be accompanied by the GPO Form 952 digital information sheet and a hardcopy dummy output.

Preprinted newsletters, furnished #10 commercial envelopes or furnished A10 envelopes.

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.

Software: Contractor must be able to support legacy versions as well as the most recent upgrades of the aforementioned software should the Government provide digital files created with older software versions or new software upgrades.

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 reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create/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.

GENERATION OF PRINTING MEDIA: Contractor to output furnished digital copy at a minimum of 1600 dpi. All halftones and screentints are to be 150-line screen or finer.

PROOFS: Contractor to email an Adobe Acrobat PDF proof ASAP to: Anita Bonifacio at bonifacio.anita.epa.gov to adhere to production and delivery schedule.

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call Anita Bonifacio at 415-972-3231 to confirm receipt of proof, which will be evaluated within one workday upon receipt.

NOTE: The day the email is sent is not the first workday.

STOCK: The specifications of all stock 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, and any subsequent amendments thereto.

White Offset Book, 60, 70 and 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60, containing a minimum of 30% postconsumer waste.

White Smooth Finish Cover, 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21, containing a minimum of 30% postconsumer waste.

NOTE: While postconsumer fiber is encouraged, the minimum postconsumer fiber requirement is waived. All other attributes remain unchanged.

INK: Ink used in the performance of this contract shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent.

Four-Color Process

FACT SHEETS: Fact sheets will print in four-color process, face and back.

POSTCARD. Postcard prints type, rules and agency logo in four-color process, face and back.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and a

minimum output must be at a resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles.

MARGINS: Products will typically have adequate gripper margins throughout, but bleeds may occasionally be required.

BINDING: Various binding styles will be ordered as follows:

Two pages: Sheet size 8-1/2 x 11 or 8-1/2 x 14". Fold to 8-1/2 x 5-1/2" or 8-1/2 x 3-2/3" or 8-1/2 x 4-3/4".

Four pages: Fold four-page signature to 8-1/2 x 11", then to 8-1/2 x 5-1/2" or 8-1/2 x 3-2/3".

Six to 12 pages: Fold signature(s) to 8-1/2 x 11" and inset: then fold to 8-1/2 x 5-1/2" or 8-1/2 x 3-2/3" and/or *saddle-stitch* and trim three sides: then fold to 8-1/2 x 5-1/2", as indicated on the print order.

13 to 24 pages: Fold signatures to 8-1/2 x 11" and inset: then fold to 8-1/2 x 5-1/2" or 8-1/2 x 3-2/3" and/or *saddle-stitch* and trim three sides; then fold to 8-1/2 x 5-1/2", as indicated on the print order.

Self-mailing copies: Fold with mailing indicia out and close with one or two pressure-sensitive adhesive tabs along the open edge, *in satisfaction of USPS regulations and policies applicable to automation-compatible mail pieces. The contractor is urged to consult the Domestic Mail Manual for specific automation-compatible sealing, folding and labeling requirements.*

Contractor will be required to letterfold furnished preprinted letterheads for subsequent insertion into furnished #10 commercial envelopes or furnished A10 envelopes.

LABELING AND MARKING: Affix a label to the back of self-mailing copies, as indicated on the print order.

Affix a label to furnished #10 commercial envelopes or furnished A10 envelopes.

DEPARTMENTAL QUALITY COPIES: All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random

sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the PRINT ORDER/SPECIFICATION along with the signed selection certificate, which will be furnished, must be included with the samples.

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

DISTRIBUTION: Orders will deliver f.o.b. destination to various US EPA internal office locations at 75 Hawthorne Street, San Francisco, CA 94105, as specifically designated on the print order.

The contractor must return all furnished materials supplied by the Government. These materials are to be returned with delivery of the job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to 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 job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up from and delivered to various US EPA internal office locations at 75 Hawthorne Street, San Francisco, CA 94105.

Contractor must make complete production and delivery within two to 12 workdays after notification of availability of Government furnished materials for pickup by the contractor.

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.

All Government Furnished Material must be returned with delivery of the order.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders 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 under this contract.

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

I. (1) (2)

1. (a) 150 2,480

2. (a) 2 160

3. (a) 6 30

4. (a) 2 10

5. (a) 2 20

II.

(a) 992 XX

(b) 1,488 XX

(c) XX 160

(d) 120

III.

(a) 2,640

(b) 2,640

(c) 26.4

(d) 25

SECTION 4. - SCHEDULE OF PRICES

GPO Facsimile Number: (707) 748-1981

Bids due: 11:00 AM / Date: July 19, 2019

Quotes offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Contractor must make an entry in each of the spaces provided.

An entry of NC (No Charge) shall be entered if Contractor intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid), NA (No 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 vouchers submitted to the GPO shall be based on the most economical method of production.

Cost of all paper will be charged under Item II.

Fractional parts of 100 will be prorated at the 'Per 100' rate.

I. PRINTING, BINDING AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations (including any required folding, excepting those cited in Items IV, V and VI) necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready And/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)
1. Fact Sheets (8-1/2 x 11”):		
(a) Printing four-color process.....per page	\$ _____	\$ _____

Initials

	<u>Makeready And/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
2. Fact Sheets (8-1/2 x 14"):		
(a) Printing four-color process.....per page	\$ _____	\$ _____
3. 4 X 6" (Postcard):		
(a) Printing four-color process.....per page	\$ _____	\$ _____
4. 5 x 7" (Postcard):		
(a) Printing four-color process.....per side	\$ _____	\$ _____
5. 5 x 8" (Postcard):		
(a) Printing four-color process.....per side	\$ _____	\$ _____

* The prices quoted for Item I.2.(b) and Item I.3.(b) shall include only the costs to print an additional ink color. They are exclusive of, and are to be charged in addition to, the prices quoted for Items I.2.(a) or I.3.(a).

II. PAPER: Payment for all paper supplied by the Contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quoted. A charge will be allowed for each page-size leaf.

	<u>Per 100 leaves</u>	
	(8-1/2 x 11") (1)	(8-1/2 x 14") (2)
(a) White Offset Book (60 lb)	\$ _____	XXXX
(b) White Offset Book (70 lb)	\$ _____	XXXX
(c) White Offset Book (80 lb)	XXXX	\$ _____

Initials

Per 100 leaves

(d) White Smooth Finish Cover (100 lb).....\$ _____

III. ADDITIONAL OPERATIONS:

(a) Ink-jetting/Printing addresses onto self-mailers.....per 100 labels\$ _____

(b) Sealing self-mailers with pressure-sensitive
tab(s) along open edge.....per 100 tabs.....\$ _____

(c) Letter-folding of furnished preprinted letterheads and
inserting into furnished #10 commercial envelopes
(includes sealing of envelope).....per 100 envelopes.....\$ _____

(d) Mail preparation of self-mailers (includes list set-up
validation, sorting, batching delivery in trays, etc.).....per order.....\$ _____

Initials

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 quote 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 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) numbered _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this quote is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of quotes, 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 quote prior to award.

My production facilities are located within the assumed area of production: _____yes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material: _____
 - b. Number of hours from pickup of Government Furnished Mat'l to delivery at contractor's plant: _____
2. Proposed carrier(s) for delivery of completed product: _____
 - a. Number of hours from notification to carrier to pickup of completed product: _____
 - b. Number of hours from pickup of completed product to delivery at destination: _____

Initials

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)

(GPO Use Only)

Contracting Officer Review _____ Date _____ Certifier _____ Date _____

Program No 1963-S Term 08/01/2013 To 07/31/2014								
TITLE: EPA Fact Sheets and Reports								
				(Contr #1 - E4)			(Contr #2 - G4)	(Contr #3 - I4)
				Hunza Graphics			JP Graphics	Lithexcel
				Berkeley, CA			Santa Clara, CA	Albuquerque, NM
ITEM NO	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. PRINTING, BINDING AND DISTRIBUTION:								
1.	8-1/2 x 11":							
(a)	Printing one ink color.....per page.....							
	(1) Makeready and/or Setup.....	38	47.00	1,786.00	45.00	1,710.00	40.00	1,520.00
	(2) Running Per 100 Copies.....	1,310	4.25	5,567.50	5.00	6,550.00	2.00	2,620.00
(b)	Printing additional ink color.....per page.....							
	(1) Makeready and/or Setup.....	38	15.00	570.00	15.00	570.00	30.00	1,140.00
	(2) Running Per 100 Copies.....	1,310	1.25	1,637.50	2.25	2,947.50	2.00	2,620.00
(c)	Printing four color process.....per page.....							
	(1) Makeready and/or Setup.....	80	80.00	6,400.00	375.00	30,000.00	30.00	2,400.00
	(2) Running Per 100 Copies.....	1,166	21.00	24,486.00	10.00	11,660.00	2.00	2,332.00
2.	8-1/2 x 14":							
(a)	Printing one ink color.....per page.....							
	(1) Makeready and/or Setup.....	1	47.00	47.00	45.00	45.00	40.00	40.00
	(2) Running Per 100 Copies.....	2	4.25	8.50	5.00	10.00	2.50	5.00
(b)	Printing additional ink color.....per page.....							
	(1) Makeready and/or Setup.....	1	15.00	15.00	15.00	15.00	35.00	35.00
	(2) Running Per 100 Copies.....	2	1.25	2.50	2.25	4.50	2.50	5.00
(c)	Printing four color process.....per page.....							
	(1) Makeready and/or Setup.....	20	80.00	1,600.00	425.00	8,500.00	35.00	700.00
	(2) Running Per 100 Copies.....	174	21.00	3,654.00	10.00	1,740.00	2.50	435.00
II. PAPER: PER 100 LEAVES								
(a)	White Offset Book (60lb).....							
	(1) 8-1/2 x 11".....	580	1.70	986.00	1.25	725.00	1.40	812.00
	(2) 8-1/2 x 14".....	1	1.95	1.95	1.75	1.75	2.00	2.00
(b)	White Offset Book (70 lb).....							
	(1) 8-1/2 x 11".....	800	2.00	1,600.00	1.75	1,400.00	1.80	1,440.00
	(2) 8-1/2 x 14".....	60	2.30	138.00	2.25	135.00	2.50	150.00
(c)	White Offset Book (80 lb).....							
	(1) 8-1/2 x 11".....	16	3.00	48.00	2.25	36.00	2.80	44.80
III. ADDITIONAL OPERATIONS:								
(a)	Ink-jetting/Printing addressess onto self-mailers.per 100 labels.....	576	6.00	3,456.00	13.50	7,776.00	2.50	1,440.00
(b)	Sealing self-mailers with pressure-sensitive tab(s) along open edge.....per 100 tabs.....	576	6.75	3,888.00	7.00	4,032.00	1.80	1,036.80
(c)	Letter-folding of furnished preprinted letterheads and inserting into furnished #10 commercial envelopes (includes sealing of envelope).....per 100 envelopes.....	32	12.50	400.00	15.00	480.00	2.00	64.00
(d)	Mail preparation of self-mailers (includes list set-up validation, sorting, batching delivery in trays, etc.).....per order.....	2	40.00	80.00	60.00	120.00	33.90	67.80
CONTRACTOR TOTALS				\$56,371.95		\$78,457.75		
DISCOUNT					2.00%	\$1,569.16		
DISCOUNTED TOTALS				\$56,371.95		\$76,888.59		
				AWARDED				